

Agenda
Hightstown Borough Council
Business Meeting

April 4, 2016

Hightstown Engine Co. #1 Fire House Hall

7:30 PM Workshop Meeting

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATION THAT MAY INTERFERE WITH THE MEETING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

Meeting called to order by Mayor Lawrence Quattrone.

STATEMENT: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was provided to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office.

Roll Call

Flag Salute

Approval of the Agenda

Minutes

March 7, 2016 – Executive Session
March 7, 2016 – Workshop Session
March 25, 2016 – Budget Workshop

Presentations

Parks & Recreation Commission – Update

Engineer Items

Mandatory Flood Ordinance

Public Comment I

Any person wishing to address the Mayor and Council regarding matters on the agenda will be allowed a maximum of three minutes for his or her comments.

Ordinances

2016-10 First Reading and Introduction An Ordinance Amending and Supplementing Chapter 29, Entitled “Projecting Signs”, and Section 18 Entitled “Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey.”

2016-11 First Reading and Introduction An Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank (N.J.S.A: 4-45.14)

2016-12 First Reading and Introduction A Bond Ordinance Providing for the Rehabilitation of East Ward Street in and by the Borough of Hightstown, in the County of Mercer, New Jersey, Appropriating \$550,000 Therefor and Authorizing the Issuance of \$250,000 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Budget	Introduction of the 2016 Budget
Resolutions	2016-86 Authorizing Payment of Bills
Consent Agenda	2016-87 Supporting and Authorizing the Association of New Jersey Environmental Commission (ANJEC) Grant Application
	2016-88 Authorizing Use of the Municipal Parking Lot for a Latino Festival
	2016-89 Authorizing Emergency Temporary Appropriations Prior to Adoption of the 2016 Budget
Public Comment II	Any person wishing to address the Mayor and Council at this time will be allowed a maximum of three minutes for his or her comments.
Discussion	Property Tax Reward Program Boards & Committees to attend Council Meetings Halloween Festivities Winter Holiday Decorations
Subcommittee Reports	
Mayor/Council/Administrative Reports	
Executive Session	Resolution 2016-90 Authorizing a Meeting Which Excludes the Public Potential Litigation - Unidad
	Action May Be Taken following Executive Session
Adjournment	

**Meeting Minutes
Hightstown Borough Council
Workshop Meeting
March 7, 2016
7:00 p.m.**

The meeting was called to order by Mayor Quattrone at 7:00 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

Roll Call

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>		✓
<i>Councilmember Kurs</i>	✓	
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>	✓	
<i>Mayor Quattrone</i>	✓	

Also in attendance: Debra Sopronyi, Borough Clerk; Henry Underhill, Borough Administrator; Fred Raffetto, Borough Attorney and Tamara Lee, Borough Planner.

EXECUTIVE SESSION

Resolution 2016-55 Authorizing a Meeting Which Excludes the Public

Councilmember Stults moved Resolution 2016-55; Councilmember Montferrat seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolution adopted 5-0.

Resolution 2016-55

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on March 7, 2016 at 7:00 p.m. in the First Aid Building located at 168 Bank Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Litigation – Affordable Housing (COAH)

Contract Negotiations – RBG Hightstown LLC (The Mills at Hightstown)

March 7, 2016

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: June 7, 2016, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Mayor Quattrone called the public meeting to order at 7:45 p.m. and again read the Open Public Meetings Statement.

The Flag Salute followed roll call.

Tamara Lee, Borough Planner departed during executive session and was no longer present. George Lang, CFO, arrived at this time and is now present.

APPROVAL OF AGENDA

Mayor Quattrone asked that resolution 2016-73 be added to the consent agenda.

Councilmember Bluth requested that resolution 2016-65 be pulled from the consent agenda to be voted separately.

Councilmember Kurs moved the agenda as amended for approval; Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Agenda approved as amended 5-0.

APPROVAL OF MINUTES

Councilmember Kurs moved the January 25, 2016 special meeting minutes for approval, Councilmember Stults seconded.

Roll Call Vote: Councilmembers Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Minutes approved 5-0.

Councilmember Stults moved the February 1, 2016 executive session meeting minutes for approval, Councilmember Kurs seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Minutes approved 5-0.

Councilmember Montferrat moved the February 16, 2016 executive session meeting minutes for approval, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Minutes approved 5-0.

PUBLIC COMMENT

Eugene Sarafin, 628 S. Main Street – noted that he cannot stay, but wanted Council to know that Walter Sikorski is being discharged from the hospital to take up residence at Meadow Lake.

Lynne Woods, 315 Park Avenue – inquired as to why the February 16, 2016 meeting minutes are not on the agenda. The Clerk advised that they are not yet done. Ms. Woods then inquired as to whether the Treasurer was RICE noticed when the position was discussed. She was advised by the Borough Attorney that all discussion regarding the title was held in open session, and pertained to the title, not the employee, so there was no need to RICE notice the employee in the position.

Doug Mair, 536 South Main Street – commented that Marchione was reimbursed for attorney fees and the taxpayers should not pay the tab, Labor Counsel and Borough Council should for pay for it for bringing trumped up charges.

Janice Mohr-Kminek, 192 Oak Creek Circle, East Windsor – commented that she passed hr classes, but not the test, why is her title being removed? Mr. Underhill stated that this is a personnel matter and he will not discuss it in public.

Chayna Wilson, 122 William Street – commented regarding ordinance 2016-07 regarding snow removal; she inquired where residents who only have on street parking are to park.

Nicholas DiSilvestro, 109 Forman Street – noted that there are only four houses on this street and inquired as to where they supposed to park.

Michael Kminek, 192 Oak Creek Circle, East Windsor – inquired as to why the Treasurer position is being eliminated; noting that the employee will not be able to use the title of Treasurer for possible future employment.

Dharmesh Shah, 128 – 130 William Street – asked for details on the parking ordinance and confirmed that it was no parking only when it snows.

There being no further comments, Mayor Quattrone closed the public comment period

ORDINANCES

Ordinance 2016-05 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 4, Entitled “General Licensing”, Section 4-10, Entitled “Auction; Circuses and Exhibitions”, of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”

Mayor Quattrone opened the public hearing on ordinance 2016-05 and the following individuals spoke:

Doug Mair, 536 South Main Street – stood up but then sat down saying he is unprepared.

There being no further comments, the public hearing was closed.

Councilmember Montferrat moved ordinance 2016-05 for adoption, Councilmember Kurs seconded.

The Borough Clerk explained the ordinance and its purpose.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance adopted 5-0.

ORDINANCE 2015-05

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AN ORDINANCE AMENDING CHAPTER 4, ENTITLED “GENERAL LICENSING”, SECTION 4-10 ENTITLED “AUCTIONS; CIRCUSES AND EXHIBITIONS” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown, that Chapter 4, entitled “General Licensing”, Section 4-10 entitled “Auctions; Circuses and Exhibitions” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey is hereby amended as follows:

Section 1. Section 4-10 entitled “Auctions; Circuses; Exhibitions” is hereby amended as follows (deletions are noted by cross-out and additions are noted by underline):

Section 4-10

AUCTIONS; BINGOS; RAFFLES; CIRCUSES; EXHIBITIONS*

Subsections:

4-10.1 License Required.

4-10.2 Issuance of License.

4-10.3 Additional Requirements.

* *Editor's Note: For additional licensing regulations and fees, see Section 4-1.*

4-10.1 License Required.

No person shall conduct ~~a an auction sale~~, circus, traveling show or exhibition of any sort without first obtaining a license, which shall be issued by resolution of the Borough Council.

No person shall conduct an auction sale of any sort without first obtaining a license; said issuing authority shall be the Borough Clerk.

No organization shall conduct a bingo or raffle of any sort without first obtaining a license; said issuing authority shall be the Borough Clerk.

4-10.2 Issuance of License.

No ~~circus or traveling~~ show license shall be issued unless the Borough Council is satisfied that the ~~circus, circus or traveling show~~ is bona fide in all respects and can be permitted without substantial danger of fraud ~~or impairment of the morals~~ of any person or breach of the peace and good order of the Borough. (1991 Code § 77-2)

No auction license shall be issued unless the Borough Clerk is satisfied that the auction is bona fide in all respects and can be permitted without substantial danger of fraud of any person or breach of the peace and good order of the Borough.

No bingo or raffle license shall be issued unless the Borough Clerk is satisfied that the auction is bona fide in all respects and can be permitted without substantial danger of fraud of any person or breach of the peace and good order of the Borough pursuant to State Law.

4-10.3 Additional Requirements.

The following information, in addition to that supplied on all applications for licenses, shall be required to be supplied by applicants under this section:

a. Circus or traveling show: an exact description of the entertainments, acts, games, amusements, attractions or exhibitions which will be offered, together with the price to be charged for admission for each separate amusement.

b. Auctioneer: a description, under oath, of all goods which will be auctioned and the owner of all such goods. The description shall be sufficient for a person reasonably knowledgeable as to goods of the nature described to be able to fix a value therefor. The applicant shall be bound by the description set forth in the application and be liable to any purchaser should any goods not be as described. A copy of the description of goods shall be displayed conspicuously at the premises where the auction is to be held. (1991 Code § 77-3)

c. Bingo or Raffle: Fees shall be paid as designated by the State of New Jersey. The Hightstown Engine Co. #1, Hightstown First Aid Squad, and Hightstown Engine Co. #1 Ladies Auxiliary shall be exempt from the fees due the Borough but shall be required to pay all State of New Jersey fees associated with these licenses.

Section 3. All other ordinances or parts of ordinances inconsistent or in conflict with this ordinance are hereby repealed to the extent of any inconsistency or conflict.

Section 4. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall remain valid and effective.

Section 5. This ordinance shall take effect after final adoption and publication according to law.

Ordinance 2016-06 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 2, Entitled “Administration”, Section 14, Entitled “Department of Administration, Budget and Finance”, of the “Revised General Ordinances of the Borough of Hightstown, New Jersey”

Mayor Quattrone opened the public hearing on ordinance 2016-06 and the following individuals spoke:

Lynne Woods, 315 Park Avenue – inquired as to why the employee did not get notified in advance of the title change.

Doug Mair, 536 S. Main Street – commented regarding powers and duties and who should be handling money, and who appoints the various titles; inquired as to why the Mayor appoints the QPA.

There being no further comments, the public hearing was closed.

Mr. Underhill explained that the Treasurer title is not needed. The employee currently holding the position does not hold the credentials for the position; they will be given another title with no loss in salary. The duties in the ordinance for Treasurer will now fall under the CFO.

There was discussion and Councilmember Misiura moved to amend the ordinance to read that the Qualified Purchasing Agent is appointed by the Mayor with the advise and consent of Council, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance amended 5-0.

Councilmember Stults moved ordinance 2016-06 as amended for adoption, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance adopted as amended 5-0.

ORDINANCE 2016-06

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AN ORDINANCE AMENDING CHAPTER 2, ENTITLED “ADMINISTRATION”, SECTION 14, ENTITLED “DEPARTMENT OF ADMINISTRATION, BUDGET AND FINANCE”, SUBSECTION 14.2, ENTITLED “DIVISION OF BUDGET AND FINANCE”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Borough Administrator has recommended amending the structure of the Division of Finance and Budget for the purpose of efficiency; and

WHEREAS, the Mayor and Council concur with the recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Chapter 2, entitled “Administration”, Section 14, entitled “Department of Administration, Budget and Finance”, Subsection 14.2, entitled “Division of Budget and Finance” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” is hereby amended as follows (underline for additions, strikethroughs for deletions):

Subsection 2-14.2 Division of Budget and Finance.

This Division shall be headed by the Chief Finance Officer, under the direction of the Borough Administrator, and shall be organized as follows:

a. Powers and Duties of the Chief Finance Officer (CFO). The CFO shall have, perform and exercise all the functions, powers and duties provided by general law and Borough ordinances. The CFO shall keep and maintain books and records of all financial transactions of the Borough in accordance with the standards and requirements of the Division of Local Finance in the Department of Community Affairs of the State of New Jersey. The CFO shall have custody of all public moneys of the Borough and shall make monthly reports to the Administrator of all receipts, expenditures, commitments and unexpended appropriations. All moneys received from any source by or on behalf of the Borough or any Department, Board, Office or agency thereof, except as otherwise provided by Borough ordinance, shall be paid to the CFO, who shall, within forty-eight (48) hours after their receipt, deposit them in the authorized public depository of the Borough to the credit of the proper account. A Deputy CFO may be appointed by the Administrator, and shall perform duties as assigned by the CFO.

b. Disbursements. Disbursements in payment of bills and demands shall be made by the CFO upon approval of the Borough Administrator, approved by the Council, except that payments from the payroll account shall be made pursuant to paragraph c. Every payment shall be in the form of a check payable to the order of the person entitled to receive it, and shall specify the purpose for which it is drawn and the account or appropriation to which it

is chargeable. Each check shall bear the signatures of the officers of the Borough so designated by resolution each year. The Mayor and Council may, by resolution, establish purchasing policies which will permit certain categories of purchases and payments to be made without approval of the Council.

c. Payroll Account. There shall be an account to be designated the "Borough of Hightstown Payroll Account," and, from time to time, the Borough CFO, upon receipt of amounts due such payroll account, shall deposit the same to the credit of the payroll account, charging the appropriate budgetary accounts therewith. Disbursements from the payroll account may be made by payroll checks signed by the Borough Officials so designated by resolution each year. In case of error or adjustment in the payroll, the CFO shall make proper correction and appropriate record of such correction.

d. Travel Expenses. Itemized claims supported by receipts, where available, shall be presented in order to obtain reimbursement for expenses incurred by local officials where authorized to travel by the Borough. Travel expenses shall be reimbursed only in accordance with the travel regulations of the Borough as established by the Borough Administrator.

e. Qualified Purchasing Agent. There shall be a Qualified Purchasing Agent who shall be appointed by the Mayor, with the advise and consent of Council, and who shall have the authority, responsibility and accountability for the purchasing activity of the contracting unit, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services on behalf of the Borough, and to award contracts permitted pursuant to *N.J.S.A. 40A:11* in the name of the Borough, and to conduct any activities as may be necessary or appropriate to the purchasing function of the contracting unit. The position of Qualified Purchasing Agent may be held by any Borough official qualified by education, certification and experience to perform in that capacity. (Ord. No. 19-1994; Ord. No. 2000-32)

Section 2. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 3. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Ordinance 2016-07 Final Reading and Public Hearing – An Ordinance Amending and Supplementing Chapter 7, Entitled "Traffic", Section 9, Entitled "Temporary Parking Prohibition for Snow Plowing and Removal", of the "Revised General Ordinances of the Borough of Hightstown, New Jersey"

Mayor Quattrone opened the public hearing on ordinance 2016-07 and the following individuals spoke:

Mike Gargiullo, 113 First Avenue – inquired as to where they will park once their driveway is full of vehicles.

There was discussion regarding the term snow covered and using the Borough's reverse 9-1-1 system to notify residents when to move their vehicles.

Mr. Gargiullo thanked Council for the consideration of notification using the reverse 9-1-1 system.

Chayna Wilson, 122 Williams Street – inquired as to where she is expected to park since she has no driveway.

There was discussion regarding possibly making the parking restriction on one side of the street or specifying the time that plows will come down the street.

Nick Di Silvestro, 109 Forman Street – noted that there is a lot of street parking on this little road, and inquired if it is possible to make the restriction apply to one side.

There was discussion regarding the inability to cart the snow away with vehicles in the street.

Doug Mair, 536 S. Main Street – accused Council of not discussing this matter but being at the ordinance level already. Mayor Quattrone corrected him by noting that the Council has discussed this and had letters sent to the affected residents to invite them to the public hearing.

Mr. Mair commented regarding the various roads and suggested that the entire town be made no parking when snow covered.

Lynne Woods, 315 Park Avenue – commented that this should be a Borough-wide ordinance.

Scott Caster, 12 Clover Lane – noted the Borough’s great history of snow removal and inquired about the imposable fine.

Mayor Quattrone noted that the fine is covered in another part of the code.

Dharmesh Shah, 128 William Street – commented that he has no driveway and it will be inconvenient for him to move his vehicle.

Chayna Wilson, 122 Williams Street – confirmed that the parking restriction will only apply during snow removal.

Doug Mair, 536 S. Main Street – commented that all of the streets in the ordinance should be treated the same.

Mike Gargiullo, 113 First Avenue – noted that all streets are not the same, and he just wants to be notified if he has to move his vehicle.

There being no further comments, the public hearing was closed.

Councilmember Misiura moved ordinance 2016-07 for adoption, Councilmember Montferrat seconded.

Mr. Underhill explained that over 90% of the residents have driveways on the affected streets, but there is no recommendation on where they can park. He noted that there are other streets already in the ordinance and they find places to park; and if they do not remove their vehicle, the police call them to give them the opportunity to remove their vehicle; they are not immediately towed. He noted that this is only during snow; once the snowfall stops and the street is plowed they can park on the street again. He added that the inability to push back the snow is costing the Borough to truck out the snow because it cannot be pushed back. There was discussion regarding the streets being safer for everyone when they are properly plowed; there are other towns that require vehicles to be off all of the streets in a snowfall; the need for access by emergency vehicles; and that it takes DPW approximately 40 hours to remove snow that cannot be plowed.

Councilmember Bluth moved to table ordinance 2016-07 until the Administrator, Public Works and the Police can decide the process for notifications when it snows. Councilmember Montferrat seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance tabled 5-0, public hearing to continue at the March 21, 2016 meeting.

ORDINANCE 2016-07

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 7, ENTITLED “TRAFFIC”, SECTION 9, ENTITLED “TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL”, OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Public Works Superintendent has recommended that certain streets in the Borough

prohibit parking during snowfalls to permit the plowing and removal of snow; and

WHEREAS, the Borough Council has reviewed and concurs with these recommendations.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Chapter 7 “Traffic”, Section 9, entitled “Temporary Parking Prohibition for Snow Plowing and Removal” is hereby amended as follows (underline for additions, strikethroughs for deletions):

Section 7-9

TEMPORARY PARKING PROHIBITION FOR SNOW PLOWING AND REMOVAL

Subsections:

7-9-1 Temporary Parking Prohibition for Snow Plowing and Removal.

Subsection 7-9-1 Temporary Parking Prohibition for Snow Plowing and Removal.

a. Whenever, snow has fallen and the accumulation is such that it covers the streets or highways, an emergency shall exist and no vehicle shall be parked on the streets or highways or portions thereof indicated.

The above parking prohibition shall remain in effect after the snow has ceased until the streets have been plowed sufficiently and to the extent that parking will not interfere with the normal flow of traffic.

b. An unoccupied vehicle parked or standing in violation shall be deemed a nuisance and a menace to the safe and proper regulation of traffic and any police officer may provide for the removal of such vehicle. The owner shall pay the reasonable costs of the removal and storage which may result from such removal before regaining possession of the vehicle.

Name of Street	Sides	Location
Academy Street	Both	From Bank Street to Mercer Street
Bank Street Both		From North Main Street to Academy Street
Church Street	Both	From Rogers Avenue to Stockton Street
Clinton Street	Both	From Cole Avenue to Maxwell Avenue
Cole Avenue Both		From Franklin Street to Clinton Street
East Ward Street	Both	From Maxwell Avenue to South Main Street
First Avenue Both		From Summit Street to Outcalt Street
Forman Street	Both	Entire Length
Harron Avenue	Both	From Morrison Avenue to Stockton Street
Joseph Street Both		Second Avenue to Stockton Street

Morrison Avenue	Both	From Hausser Avenue to Academy Street
Oak Lane	Both	From Stockton Street to Lincoln Avenue
Outcalt Street	Both	From Morrison Avenue to Rogers Avenue
Purdy Street	Both	Entire Length
Reed Street	Both	Mechanic Street to Rev. William L. Powell Drive
Rogers Avenue	Both	From Stockton Street to Mercer Street
Second Avenue	Both	From Joseph Street to Outcalt Street
South Street	Both	From South Main Street to Mercer Street
Summit Street	Both	From Stockton Street to Mercer Street
Ward Street	Both	From Mercer Street to South Main Street
Westerlea Avenue	Both	From Leshin Lane to Grape Run Road
William Street	Both	From North Main Street to Cranbury Station Road

Section 2. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 3. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 4. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Mayor Quattrone asked that Council wait until a resident is done asking their questions before answering them; in this way there is not a conversation going on in the middle of the public hearing. The resident can inquire and the Council can answer their questions all at once.

Ordinance 2016-08 Final Reading and Public Hearing – A Bond Ordinance Providing for Various Capital Improvements in and by the Borough of Hightstown, in the County of Mercer County, New Jersey, Appropriating \$140,000 Therefor and Authorizing the Issuance of \$75,800 Bonds or Notes of the Borough to Finance Part of the Cost Thereof

Mayor Quattrone opened the public hearing on ordinance 2016-08 and the following individuals spoke:

Doug Mair, 536 S. Main Street – inquired about the age, usage and condition of the police vehicles; inquired about the radio equipment and E-Ticket; advised that he is using Council’s rules to make them sit here all night by asking a bunch of questions.

Scott Caster, 12 Clover Lane – commented that there has been a long history of Council answering the questions of the public when asked, but in the past it did not cause public debate with the residents; noted that he supports this ordinance and inquired as to why the Borough is buying dispatch equipment.

There being no further comments, the public hearing was closed.

Henry Underhill reviewed the previous discussions regarding the purchase of the vehicles and Councilmember Kurs reviewed the E-Ticket system. It was also noted that the radios have nothing to do with dispatch, they are handheld and vehicle radios.

Councilmember Kurs moved ordinance 2016-08 for adoption, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance adopted 5-0.

ORDINANCE 2016-08

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

BOND ORDINANCE PROVIDING FOR VARIOUS CAPITAL IMPROVEMENTS IN AND BY THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY, APPROPRIATING \$140,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$75,800 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COST THEREOF.

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The several improvements described in Section 3 of this bond ordinance are hereby respectively authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as general improvements. For the several improvements or purposes described in Section 3, there are hereby appropriated the respective sums of money therein stated as the appropriation made for each improvement or purpose, such sums amounting in the aggregate to \$140,000, and further including the aggregate sum of \$64,200 as the several down payments for the improvements or purposes, which in fact exceeds the amount required by the Local Bond Law, \$34,200 of which is from the Capital Improvement Fund and \$30,000 of which is from the Capital Surplus Fund. The down payments have been made available by virtue of provision for down payment or for capital improvement purposes in one or more previously adopted budgets.

Section 2. In order to finance the cost of the several improvements or purposes not covered by application of the several down payments, negotiable bonds are hereby authorized to be issued in the principal amount of \$75,800 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. The several improvements hereby authorized and the several purposes for which the bonds are to be issued, the estimated cost of each improvement and the appropriation therefor, the estimated maximum amount of bonds or notes to be issued for each improvement and the period of usefulness of each improvement are as follows:

<u>Purpose</u>	<u>Appropriation & Estimated Cost</u>	<u>Estimated Maximum Amount of Bonds & Notes</u>	<u>Period of Usefulness</u>
a) Acquisition of interceptor utility	\$94,000	\$32,000	5 years

vehicles for the Police Department, including all related costs and expenditures incidental thereto.				
b) Acquisition of E-ticket equipment, dispatch equipment and radio equipment for the Police Department, including all related costs and expenditures incidental thereto.	<u>\$46,000</u>		<u>\$43,800</u>	10 years
TOTAL:	<u>\$140,000</u>		<u>\$75,800</u>	

The excess of the appropriation made for each of the improvements or purposes aforesaid over the estimated maximum amount of bonds or notes to be issued therefor, as above stated, is the amount of the down payment for each purpose.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not current expenses. They are all improvements or purposes that the Borough may lawfully undertake as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The average period of usefulness, computed on the basis of the respective amounts of obligations authorized for each purpose and the reasonable life thereof within the limitations of the Local Bond Law, is 7.88 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$75,800, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$10,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purposes or improvements.

(e) Any action taken prior to the date of adoption of this bond ordinance in furtherance of the several improvements or purposes described in Section 3, including but not limited to, expenditures of funds appropriated hereby, are hereby ratified, confirmed and approved.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes or improvements described in Section 3 of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purposes or improvements described in Section 3 hereof shall be applied either to direct payment of the cost of the improvements or to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Ordinance 2016-09 First Reading and Introduction – Establishing the Salary Range for Police Chief in the Borough of Hightstown

Councilmember Kurs moved ordinance 2016-09 for introduction, Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat, and Stults voted yes.

Ordinance introduced 5-0, public hearing to be held on March 21, 2016.

ORDINANCE 2016-09
BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

ESTABLISHING THE SALARY RANGE FOR POLICE CHIEF OF THE BOROUGH OF HIGHTSTOWN

BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown, as follows:

Section 1. The following rate of compensation for Police Chief of the Borough of Hightstown, excluding longevity, whose compensation shall be on an annual basis, is:

	RANGING FROM:	TO:
Police Chief	\$115,000.00	\$135,000.00

Section 3. This Ordinance shall take effect after final passage and publication as provided by law.

Section 4. The salary range established in this ordinance supersede any established for the same position in previous salary ordinances, and will remain in effect until changed by the adoption of a new or amending Salary Ordinance.

RESOLUTIONS

Resolution 2016-56 Authorizing the Payment of Bills

Councilmember Stults requested that item #G0171 be pulled and voted on separately.

Councilmember Kurs moved resolution 2016-56 without item #G0171, Councilmember Montferrat seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Councilmember Kurs moved item #G0171 for payment, Councilmember Bluth seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, and Montferrat voted yes; Councilmember Stults abstained.

Resolution adopted 4-0, with one abstention.

Resolution 2016-56

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$ 573,660.59 from the following accounts:

Current	\$144,456.01
W/S Operating	209,860.58
General Capital	14,327.97
Water/Sewer Capital	0.00
Grant	450.00
Trust	194,713.78
Housing Trust	8,971.25
Animal Control	279.00
Law Enforcement Trust	0.00
Housing Rehab Loans	0.00
Unemployment Trust	0.00
Escrow	<u>602.00</u>
 Total	 <u>\$573,660.59</u>

Resolution 2016-57 Adopting the Borough of Hightstown Federal Aid Program Projects Policies and Procedures Handbook

Councilmember Montferrat moved resolution 2016-57, Councilmember Kurs seconded.

Mr. Underhill explained that this handbook must be adopted so that the Borough can receive and use federal grant funds.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolution adopted 5-0.

Resolution 2016-57

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ADOPTING THE BOROUGH OF HIGHTSTOWN FEDERAL AID PROGRAM
PROJECTS POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the Federal Highway Administration (FHWA) provides opportunities for Local Public Agencies (LPA), such as Hightstown Borough, to receive Federal Aid Highway Program (federal-aid) funds through New Jersey Department of Transportation (NJDOT) and North Jersey Transportation Planning Authority (NJTPA); and

WHEREAS, Local Public Agencies receiving federal-aid funds are responsible for administering their projects and meeting all federal-aid requirements; and

WHEREAS, The NJDOT, through its Stewardship Agreement with FHWA, is responsible for ensuring that each LPA receiving FHWA funds is adequately staffed and suitably equipped to undertake the federal-aid projects; to provide the supervision and inspection required to complete each project in conformance with the approved Scope of Work (SOW), plans and specifications; and to ensure that federal requirements are met; and

WHEREAS, these requirements are set forth in Title 23 United States Codes (U.S.C.) - Highways; Brooks Act, Title 40 U.S.C. - Public Buildings, Property and Works; Title 23 Code of Federal Regulations (CFR) - Highways; Title 48 CFR - Federal Acquisition Regulation; and Title 49 CFR 18 - the Common Grant Rule; and

WHEREAS, The NJDOT, in order to make eligibility determination, assesses each LPA's policies, procedures, organizational structure, and internal controls prior to the authorization of federal-aid funds; and

WHEREAS, Hightstown Borough has completed and submitted NJDOT's Division of Local Aid's Federal Aid Highway Program Administrative Questionnaire; and

WHEREAS, The Federal Aid Program Projects Policies and Procedures Handbook outlines the policies and procedures followed by the Borough of Hightstown for projects funded in whole or in part with federal-aid funds and is intended to address and satisfy the Project Management Eligibility requirements for Locally Administered Federal Aid Highway Projects; and

WHEREAS, The Federal Aid Program Projects Policies and Procedures Handbook also includes an organization chart for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Hightstown Borough Federal Aid Program Projects Policies and Procedures Handbook is hereby adopted as set forth herein.

Resolution 2016-58 Amending Resolution 2016-29 and Authorizing Additional Professional Services of Otteau Group, Inc.

Councilmember Misiura moved resolution 2016-58, Councilmember Montferrat seconded.

Mr. Underhill explained that this resolution is to allow Otteau Group to assist in the negotiations with the redeveloper of the Rug Mill Property.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolution adopted 5-0.

Resolution 2016-58

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AMENDING RESOLUTION 2016-29 AND AUTHORIZING ADDITIONAL PROFESSIONAL SERVICES OF OTTEAU GROUP, INC.

WHEREAS, there is a need for the Borough of Hightstown to retain additional services of a professional real estate valuation consultant to assist in the negotiations of a developer's agreement with R. Black Global and its subsidiary Milprop Hightstown, L.P. regarding the property known as Tax Block 30, Lots 1-7, Tax Block 30, Lots 10-13 and Tax Block 21, Lots 1-5 on the tax map of the Borough and also known as the Mills at Hightstown (the "**Redevelopment Area**") on the Official Tax Map of the Borough; and

WHEREAS, the firm of Otteau Group, Inc. (also referenced as the "professional") has submitted a proposal to the Borough, dated February 19, 2016, to provide said services; and

WHEREAS, resolution 2016-29 authorized an agreement with Otteau Group, Inc. to perform a professional real estate valuation in an amount not to exceed \$4,500; and

WHEREAS, it is necessary to amend resolution 2016-29 to include the additional services required for contract negotiations and to increase the not to exceed amount to \$9,000.00; and

WHEREAS, the services to be provided are considered to be “professional services” under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.; and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding therefor, provided that the Resolution authorizing the contract and the contract itself be available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, the Borough has determined that the amount of the contract shall not exceed \$17,500.00, and therefore the contract is not subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq. (the “Pay-to-Play law”); and

WHEREAS, the Borough Council, having considered the same, now wishes to authorize the awarding of this professional service contract to Otteau Group, Inc., for provision of the necessary real estate valuation services.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Administrator is hereby authorized to execute an Agreement between the Borough of Hightstown and Otteau Group, Inc., regarding the above-referenced additional professional services.
2. That resolution 2016-29 is hereby amended to add the additional services noted herein and increase the not to exceed amount to \$9,000.00.
3. That this contract is awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 40A:11-5 of the Local Public Contracts Law of New Jersey, because the services will be performed by persons authorized by law to practice a recognized profession and it is not possible to obtain bids for such needed qualitative services.
4. That notice of the adoption of this Resolution shall be published in a newspaper of general circulation within the Borough.
5. That a certified copy of this Resolution shall be provided to each of the following:
 - (a) Otteau Group, Inc.
 - (b) Debra L. Sopronyi, Qualified Purchasing Agent/Borough Clerk
 - (c) George Lang, Borough Chief Financial Officer
 - (d) Frederick C. Raffetto, Esq., Borough Attorney

Resolution 2016-59 Awarding a Contract for Engineering Inspection Services for the Rehabilitation of Detention Tanks Project for the Water Plant

Councilmember Misiura moved resolution 2016-59, Councilmember Montferrat seconded.

Mayor Quattrone noted that the name settling tanks has been revised to be detention tanks at the request of NJEIT. Mr. Underhill noted that the pool of Engineers provided proposals for this project.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolution adopted 5-0.

Resolution 2016-59

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AWARDING A CONTRACT FOR ENGINEERING INSPECTION SERVICES FOR
THE REHABILITATION OF DETENTION TANKS PROJECT FOR THE WATER
PLANT**

WHEREAS, Hightstown Borough solicited proposals from the Engineering Pool for engineering inspection services and recommendations for payment to the contractor for the Rehabilitation of Detention Tank at the Water Treatment Plant; and

WHEREAS, the proposal submitted by Carmela Roberts of Roberts Engineering Group LLC of Hamilton, New Jersey was the lowest proposal received at a cost not to exceed \$8,000.00; and

WHEREAS, this project is funded by the New Jersey Environmental Infrastructure Trust; and

WHEREAS, the Borough Administrator and Purchasing Agent have reviewed the proposal and recommend that the contract for the engineering inspection and recommendations for payment to the contractor for the Rehabilitation of Detention Tank at the Water Treatment Plant be made to Roberts Engineering Group LLC; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for engineering inspection and recommendations for payment to the contractor for the Rehabilitation of Detention Tanks at the Water Treatment Plant, be awarded to Roberts Engineering Group LLC of Hamilton, New Jersey for an amount not to exceed \$8,000.00.

CONSENT AGENDA

Consent Agenda – Resolutions 2016-60, 2015-61, 2016-62, 2016-63, 2016-64, 2016-66, 2016-67, 2016-68, 2016-69, 2016-70, 2016-71, 2016-72 and 2016-73

Councilmember Montferrat moved Resolutions 2016-60, 2015-61, 2016-62, 2016-63, 2016-64, 2016-66, 2016-67, 2016-68, 2016-69, 2016-70, 2016-71, 2016-72 and 2016-73 as the consent agenda; Councilmember Stults seconded.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolutions adopted 5-0.

Resolution 2016-60

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF MATTHEW C. LAWSON IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Matthew C. Lawson of Roosevelt, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Lawson has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Matthew C. Lawson in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2016-61

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF MILTON MATAMOROS IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Milton Matamoros of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Matamoros has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Milton Matamoros in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2016-62

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF CHARLES CARR IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Charles Carr of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Carr has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that

the membership of Charles Carr in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2016-63

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF THOMAS C. DISTELCAMP, JR. IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Thomas C. Distelcamp, Jr. of Hightstown, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Distelcamp has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Thomas C. Distelcamp, Jr. in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2016-64

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**ACCEPTING MEMBERSHIP OF ROMAS MASTALSKI IN
HIGHTSTOWN ENGINE CO. NO. 1**

WHEREAS, Romas Mastalski of Monroe, New Jersey has applied for membership in Hightstown Engine Company No. 1; and

WHEREAS Mr. Mastalski has undergone and passed the required physical examination, and his membership application has been reviewed and approved by Fire Chief Scott Jenkins;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the membership of Romas Mastalski in Hightstown Engine Company No. 1 is hereby accepted.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be forwarded to Hightstown Engine Co. #1.

Resolution 2016-66

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AMENDING RESOLUTION 2016-02

WHEREAS, resolution 2016-02 made and confirmed Borough Official appointments for 2016; and

WHEREAS, there was an error in the Municipal Court appointments requiring the following corrections be made to resolution:

	<u>Prosecutor</u>	
Robert Yostembski	1 yr.	December 31, 2016

	<u>Public Defender</u>	
Richard Kelly	1 yr.	December 31, 2016

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of Hightstown Borough that above appointments in resolution 2016-02 are hereby amended to read as noted herein.

Resolution 2016-67

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING RECEIPT OF BIDS FOR ZETA LYTE 1A ANIONIC POLYELECTROLYTE

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Borough Engineer is hereby authorized to prepare specifications and advertise for bids for Zeta Lyte 1A Anionic Polyelectrolyte for the Water and Waste Water Treatment Plants, and that the Borough is authorized to receive same after proper advertisement.

Resolution 2016-68

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**RENEWING A CONTRACT FOR CURBSIDE RECYCLING COLLECTION –
WASTE MANAGEMENT OF NEW JERSEY, INC.**

WHEREAS, Resolution 2012-35 awarded a contract for Curbside Recycling Collection to Waste Management of New Jersey, Inc. of Ewing, New Jersey; and,

WHEREAS, pursuant to N.J.S. A. 40A:11 – 15 (3) the bid was for a period of five (5) years, said contract being awarded for a period of one (1) year with the Borough reserving the right to renew at the end of each one-year contract period for a total aggregate contract period of five (5) years; and,

WHEREAS, the cost for this contract for year five is \$32,016.00 with the monthly cost per unit for added units to be at the rate of \$2.00 throughout the period.

WHEREAS, the Purchasing Agent and Public Works Superintendent have reviewed the services provided and recommend that the contract be renewed for an additional one year period; and,

WHEREAS, funds for this expenditure will be made available in the 2016 and 2017 budgets.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the contract for Curbside Recycling Collection in Hightstown Borough is hereby renewed with Waste Management of New Jersey, Inc. of Ewing, New Jersey for a one year period in the amount of \$32,016.00 for a total aggregate contract period of five (5) years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that a one-year contract for Curbside Recycling Collection Service in Hightstown Borough is hereby renewed with Waste Management of New Jersey, Inc. of Ewing, New Jersey in the amount of \$32,016.00.

Resolution 2016-69

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING REFUND OF TAX OVERPAYMENT

WHEREAS, an overpayment of 2016 taxes was made for Block 26, Lot 1.01, 130 Monmouth Street, in the amount of \$665.44 due to an overpayment made by the mortgage company; and

WHEREAS, the payer, National Link, 300 Corporate Center Drive, Suite 300, Moon Township, Pennsylvania, 15108 has requested that a refund be issued for the overpayment in the amount of \$665.44; and

WHEREAS, the Tax Collector has requested that said overpayment be refunded in the amount of \$665.44.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the Tax Collector and CFO are hereby authorized to issue a refund in the amount of \$665.44 to National Link, 300 Corporate Center Drive, Suite 300, Moon Township, Pennsylvania, 15108, representing the tax overpayment as set forth herein.

Resolution 2016-70

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
BOND COUNSEL SERVICES – EDWARD J. MCMANIMON III, ESQ.**

WHEREAS, there exists the need for professional bond counsel services for 2016; and

WHEREAS, the Borough Council wishes to appoint Edward J. McManimon III, Esq. of the firm McManimon, Scotland & Baumann, LLC of Roseland, New Jersey as Bond Counsel effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed \$7,500.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, the firm of McManimon, Scotland & Baumann, LLC has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and Edward J. McManimon III, Esq. regarding the above-referenced professional bond counsel services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because McManimon, Scotland & Baumann, LLC is a firm whose attorneys are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-71

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL
AUDITOR SERVICES – WILLIAM E. ANTONIDES, JR.**

WHEREAS, there exists the need for professional auditor services for 2016; and

WHEREAS, the Borough Council wishes to appoint William E. Antonides, Jr. of the firm William E. Antonides & Company of Wall, New Jersey as Borough Auditor effective January 1, 2016; and

WHEREAS, the cost for the proposed services shall not exceed \$28,000.00 without further approval by the Borough Council; and,

WHEREAS, funds for this purpose will be made available in the 2016 budget; and,

WHEREAS, the Local Public Contracts Law authorizes the awarding of a contract for “professional services” without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

WHEREAS, it has been determined that the value of this contract may exceed \$17,500, and therefore the contract is also subject to the provisions of the State’s Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

WHEREAS, this contract is intended to be awarded as a “non-fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law;

WHEREAS, the firm of William E. Antonides & Company has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8), and has further submitted a certification that the firm is in compliance with the Borough’s own Pay-to-Play ordinance (Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*);

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Hightstown, in the County of Mercer and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Hightstown and William E. Antonides, Jr. regarding the above-referenced professional auditor services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because William E. Antonides & Company is a firm whose attorneys are authorized by law to practice a recognized profession.
3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and Section 2-59 of the *Revised General Ordinances of the Borough of Hightstown*, and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

Resolution 2016-72

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**AUTHORIZING THE MAYOR AND CLERK TO SIGN CANCELLATION OF TAX
LIEN FOR BLOCK 11, LOT 19.01**

WHEREAS, on December 04, 2014 Borough of Hightstown acquired a tax lien at a sale held by Angela LoConte, Collector of Taxes, Hightstown Borough for certain property described as Block 11 Lot 19.01 on the Hightstown Borough Tax Map, and,

WHEREAS, the Tax Sale Certificate issued was recorded on December 11, 2014 in the office of the Mercer County Clerk in Mortgage Book 11101 OR, Page 1383-1385, and

WHEREAS, this tax sale certificate issued has been satisfied by payment in full and the Tax Collector does so certify.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Hightstown Borough that the Mayor and Clerk be and are hereby authorized to sign the tax sale certificate for the property known as Block 11, Lot 19.01 on the Hightstown Borough tax map.

Resolution 2016-73

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING A CLASS II SPECIAL OFFICER – DONALD JOSEPH ALA

WHEREAS, the Mayor and Borough Council recognize that there is a need to hire a Class II Special Officer to assist the Police Department with various duties in accordance with the provisions of N.J.S.A. 40A:14-146.8 et. seq.; and,

WHEREAS, Lt. Frank Gendron has recommended that Donald Joseph Ala of Spotswood, New Jersey be appointed as a Class II Special Officer for the Borough of Hightstown Police Department; and,

WHEREAS, Donald Joseph Ala has completed and passed the required physical and psychological evaluations and background investigation; and

WHEREAS, Donald Joseph Ala is qualified to serve as a Class II Special Officer and to carry out all of the duties of a Class II Special Officer; as well, if qualified, carry a Borough issued firearm only during his hours of work for the Borough Police Department; and,

WHEREAS, Donald Joseph Ala shall not be eligible to receive pay and/or time off for any leave (vacation, holiday, sick leave, personal days, etc), shall not be eligible for overtime and shall not be eligible for health benefits from the Borough of Hightstown.

WHEREAS, the Borough Council finds it in the best interest of the health, safety and welfare of the residents to appoint Donald Joseph Ala as a Class II Special Officer.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown that Donald Joseph Ala is hereby appointed as a Class II Special Officer to assist the Hightstown Police Department, effective March 7, 2016, for the remainder of calendar year 2016.

BE IT FURTHER RESOLVED that Donald Joseph Ala shall not be eligible for the following: (1) pay and/or time off for any leave (vacation, holiday, sick leave, personal days, etc); (2) overtime (whether in pay and/or compensatory time off); and, (3) health/insurance benefits of any kind from the Borough of Hightstown.

Resolution 2016-65 Authorizing a Bond Reduction for Block 53, Lot 1.02 South Main Street – Peddie School Faculty and Student Housing

Councilmember Bluth moved resolution 2016-65, Councilmember Montferrat seconded.

There was discussion regarding the bond being an all cash deposit.

Roll Call Vote: Council members Bluth, Kurs, Misiura, Montferrat and Stults voted yes.

Resolution adopted as amended 5-0.

March 7, 2016

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Resolution 2016-65

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A BOND REDUCTION FOR BLOCK 53, LOT 1.02 SOUTH MAIN STREET – PEDDIE SCHOOL FACULTY AND STUDENT HOUSING

WHEREAS, on June 4, 2015 Peddie School deposited a cash performance guarantee in the amount of \$1,176,289.07 for the project known as the Peddie School Faculty and Student Housing project; and

WHEREAS, on January 19, 2016 Peddie School requested a reduction in the performance guarantee associated with the work completed on the project; and

WHEREAS, the Borough Engineer has inspected the project site to confirm the work completed and update the performance bond to reflect all uncompleted work; and

WHEREAS, the Borough Engineer recommends a performance bond reduction to reflect the amount of \$448,245.53 to be retained as the performance bond.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the CFO is hereby authorized to issue a refund in the amount of 728,043.54 to the Peddie School, reducing the performance bond amount to \$448,245.53 as set forth herein.

DISCUSSION ITEMS

Enchantment Age Restriction Ordinance

Borough Attorney Raffetto reviewed the request from Enchantment and the provisions of the ordinance, noting that at least 80% of the development must remain a 55+ community; this should go to the Planning Board before Council introduces the ordinance so they can comment and make a recommendation, Council can introduce at a later date.

There was discussion regarding language changes in the ordinance. The Borough Attorney noted that owners within the community expect a majority of the owners to be 55+. The Borough Council directed that the ordinance be sent to the Planning Board for review, comment and recommendations.

Location of Borough Council Meetings

The Borough Clerk advised that she has confirmed the availability of the Firehouse hall for use of the Borough Council for the Governing Body meetings. There was discussion regarding notifying the public of the change in location. The Borough Council directed that a resolution changing the meeting location be placed on the next agenda.

PUBLIC COMMENT PERIOD II

Mayor Quattrone opened public comment period II and the following individuals spoke:

Lynne Woods, 315 Park Avenue – stated that she appreciates Councilmember Stults; Councilmember Montferrat used the phrase “let me tell you a secret”, but there should be no secrets, you should talk about whatever it is. She then inquired about the dispatch equipment that is being purchased.

Doug Mair, 536 S. Main Street – commented that sidewalks are needed on the east side of South Main Street for the students walking to school. He then presented pictures and a map of sidewalks that need repair and the locations that need sidewalks on South Main Street.

There being no further comments, Mayor Quattrone closed the public comment period.

SUB COMMITTEE REPORTS

Mr. Underhill advised that the new ambulance has been delivered; the fireman are going to Florida to check the new fire truck; Rehabco has been hired to administer the Small Cities Grant; it is hoped that discussion with the developer will begin soon; we have done a dispatch agreement with East Windsor and the contract for the third party provider is on East Windsor’s agenda for tomorrow night; we are getting ready to bid the UV for the AWWTP; the greenway walking bridge paperwork is being sent to DOT for approval.

MAYOR/COUNCIL/ADMINISTRATIVE REPORTS

Councilmember Bluth

Noted that the Cultural Arts Commission and Parks & Recreation Commission are planning a joint project; Parks and Recreation will hold their planning meeting for 2016 on March 26th; Stacey Judge received an award from the County.

Councilmember Montferrat

Noted that the Latino Festival is discussing dates; the Board of Health will meet on Wednesday; the Sleeper Stones on Rogers Avenue are being proposed for Historic Places and it is before the Board at DEP this week.

Councilmember Misiura

Advised that the Planning Board meets next Monday, the Fire Department will meet this Thursday; commented that the firehouse was built in the 1920’s and is not adequate for the fire department nor does it meet new codes, it is presently grandfathered; there are German exchange students in town and they will be touring Hightstown.

Councilmember Stults

Noted that Downtown Hightstown discussed new businesses coming to town and they are promoting the town. Volunteers are needed for Downtown Hightstown; flower baskets are available; parking issues and enforcement is going to be addressed with the business owners.

Councilmember Kurs

Advised that the Animal Welfare Committee donated a microchip reader to the police department; he reviewed the monthly police report; the new ambulance has been received; we approved five new fire department members tonight; Project Reassurance has been posted on the Borough website and the residents are signing up and appreciative.

Administrator Underhill

Advised that sidewalks are being addressed throughout the Borough as grant funds become available; an assessment for the neighborhood is always an option if they want sidewalks. Councilmember Misiura noted that the Planning Board does variance conditions and the Borough does a great job with improvements.

Mavor Quattrone

Advised that it has been a busy couple weeks; he hopes that the parking meeting with the business owners leads to more meetings with them; commented that the snow removal parking ordinance will be worked on, he does not want anyone to walk but public safety is of utmost importance and must come first; we hired a new Class II Officer tonight.

ADJOURNMENT

Councilmember Kurs moved to adjourn at 10:50 p.m. Councilmember Stults seconded. All ayes.

Respectfully Submitted,

Debra L. Sopronyi, RMC
Borough Clerk

Meeting Minutes
Hightstown Borough Council
Budget Meeting
March 24, 2016
7:00 p.m.

The meeting was called to order by Mayor Quattrone at 7:03 pm and he read the Open Public Meetings Act statement which stated, "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the *Trenton Times* and the *Windsor-Hights Herald*, and is posted in the Borough Clerk's office."

The flag salute followed Roll Call.

	PRESENT	ABSENT
<i>Councilmember Bluth</i>	✓	
<i>Councilmember Hansen</i>	✓	
<i>Councilmember Kurs</i>		✓
<i>Councilmember Misiura</i>	✓	
<i>Councilmember Montferrat</i>	✓	
<i>Councilmember Stults</i>		✓
<i>Mayor Quattrone</i>	✓	

Also in attendance: Margaret (Peggy) Riggio, Deputy Borough Clerk; Henry Underhill, Borough Administrator; George Lang, CFO.

APPROVAL OF AGENDA

Councilmember Montferrat moved the agenda for approval, Councilman Misiura seconded.

Roll Call Vote: Councilmembers Bluth, Hansen, Misiura and Montferrat voted yes.

Agenda approved 4-0.

PUBLIC COMMENT

Mayor Quattrone opened public comment period. Mayor Quattrone asked that the record show there were no public in attendance.

There being no comments, Mayor Quattrone closed the public comment period.

BUDGET DISCUSSION

CFO, George Lang talked about previous budgets and pointed out that the budget has not changed much since 2010. Mr. Lang talked about the Borough's existing debt and the 1.5 cent proposed tax increase. He feels that this is a stable tax rate which will help prepare for the 2017 budget. Whatever money is not spent in 2016 will go into surplus for 2017 which will help offset a tax increase. Mr. Lange went on to discuss notes that are coming due in June and how the Borough will need to sell bonds. He recommends doing this sooner rather than later as he is concerned about rates going up.

There was discussion regarding Trust Funds. Mr. Lang explained that trust funds are not part of the budget. These funds are “earmarked” for specific purposes and can only be used for said purpose.

There was discussion regarding RISE and Better Beginnings Donor Agreements and budgets for the Borough’s boards and committees. Council discussed the services that both RISE and Better Beginnings provide to the community. They also discussed how the Borough supports both of these organizations more than just financially. After discussion, it was decided that the amount agreed upon in the donor agreements for both organizations would be decreased.

Council discussed boards and commissions raising their own funds and Council increasing budget lines for them. After discussion it was decided that the budget for the Cultural Arts Commission would be increased. Mr. Lang talked about adjusting line items to account for the donor agreements.

There were questions regarding specific line items in the budget which Mr. Lang clarified for Council.

Council agreed that they were comfortable with the current budget and are ready to introduce at the April 4, 2016 meeting.

ADJOURNMENT

Councilmember Bluth motioned to adjourn at 8:27 p.m.. Council President Hansen seconded. All ayes.

Respectfully Submitted,

Margaret M. Riggio
Deputy Borough Clerk



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March 22, 2016

Mayor and Council
 Borough of Hightstown
 156 Bank Street
 Hightstown, NJ 08520

Re: Flood Damage Prevention Ordinance
 National Flood Insurance Program
 Borough of Hightstown, Mercer County, NJ
 Our File No.:H1506

Dear Mayor and Council:

The NJDEP Bureau of Dam Safety and Flood Control has recently issued the updated Flood Insurance Rate Study and Flood Insurance Rate Maps for the Borough. The Borough is part of a larger update to the Flood Insurance Study and Maps prepared for Mercer County by FEMA in cooperation with the NJDEP. The Borough has been notified that the new Flood Insurance Rate Maps will become effective as of July 20, 2016.

In order for the Borough to remain in the National Flood Insurance Program, it must adopt an updated Flood Damage Prevention Ordinance. The NJDEP has allowed the Borough to either modify its existing ordinance or adopt a sample ordinance prepared by the NJDEP which would incorporate the required information to keep the Borough in compliance and remain part of the National Flood Insurance Program.

Attached please find a draft of the ordinance which has been prepared by the NJDEP and modified by this office to reflect the specific situation in Hightstown. Please be advised that the NJDEP made recommendations for required changes which have been incorporated into the ordinance as well as recommendations for optional higher standards. These higher standards are relative to things such as cumulative damage, repeated substantial damage and the height of buildings to be set above flood waters. In all cases, I have modified the ordinance to be in compliance with the required changes. For instance, I did not opt to include that buildings should be constructed at 3 feet above the base flood elevation, but rather at one foot above base flood elevation as is in the current ordinance.

There are several locations in the ordinance which have been highlighted in yellow. These are related to the appeal board that would hear any appeals to this ordinance and there are particular statutes and legal requirements which should be reviewed by the Borough Attorney.

The ordinance makes the Local Administrator the Construction Official. For this reason, I recommend that this ordinance also be reviewed by George Chin.

Upon review, the ordinance must be submitted to the NJDEP for their review prior to final adoption.

If you have any questions, please feel free to contact me.

Very truly yours,


 Carmela Roberts, PE, CME
 Borough Engineer

Enclosure

cc: Henry Underhill, Borough Administrator
 Debra Sopronyi, RMC, QPA, CMR, Borough Clerk
 Frederick C. Raffetto, Esq., Borough Attorney
 George Chin, Construction Official

SECTION 1.0

STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES

1.1 STATUTORY AUTHORIZATION

The Legislature of the State of New Jersey has in N.J.S.A. 40:48-1, et seq., delegated the responsibility to local governmental units to adopt regulations designed to promote public health, safety, and general welfare of its citizenry. Therefore, the Borough Council of the Borough of Hightstown of Mercer County, New Jersey does ordain as follows:

1.2 FINDINGS OF FACT

- a) The flood hazard areas of the Borough of Hightstown are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- b) These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazard which increase flood heights and velocities, and when inadequately anchored, causes damage in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss.

1.3 STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- a) Protect human life and health;
- b) Minimize expenditure of public money for costly flood control projects;
- c) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- d) Minimize prolonged business interruptions;
- e) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets, bridges located in areas of special flood hazard;
- f) Help maintain a stable tax base by providing for the second use and development of areas of special flood hazard so as to minimize future flood blight areas;
- g) Ensure that potential buyers are notified that property is in an area of special flood hazard; and
- h) Ensure that those who occupy the areas of special flood hazard assume responsibility for their actions.

1.4 METHODS OF REDUCING FLOOD LOSSES

In order to accomplish its purposes, this ordinance includes methods and provisions for:

- a) Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;
- b) Requiring that uses vulnerable to floods including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- c) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel flood waters;

- d) Controlling filling, grading, dredging, and other development which may increase 35 flood damage; and,
- e) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

SECTION 2.0 DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

AO Zone- Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually sheet flow on sloping terrain) where average depths are between one and three feet.

AH Zone- Areas subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are between one and three feet. Base Flood Elevations (BFEs) derived from detailed hydraulic analyses are shown in this zone.

Appeal — A request for a review of the Construction Official's interpretation of any provision of this ordinance or a request for a variance.

Area of Shallow Flooding — A designated AO or AH zone on a community's Digital Flood Insurance Rate Map (DFIRM) with a one percent annual or greater chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Area of Special Flood Hazard — Land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. It is shown on the FIRM as Zone V, VE, V1-30, A, AO, A1-A30, AE, A99, or AH.

Base Flood — A flood having a one percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE) — The flood elevation shown on a published Flood Insurance Study (FIS) including the Flood Insurance Rate Map (FIRM). For zones AE, AH, AO, and A1-30 the elevation represents the water surface elevation resulting from a flood that has a 1-percent or greater chance of being equaled or exceeded in any given year. For zones VE and V1-30 the elevation represents the stillwater elevation (SWEL) plus wave effect ($BFE = SWEL + \text{wave effect}$) resulting from a flood that has a 1-percent or greater chance of being equaled or exceeded in any given year.

Basement — Any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway Wall — A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or supporting foundation system.

Development — Any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or

drilling operations, or storage of equipment or materials located within the area of special flood hazard.³⁶

Digital Flood Insurance Rate Map (DFIRM) — The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Elevated Building — A non-basement building (i) built, in the case of a building in an Area of Special Flood Hazard, to have the top of the elevated floor elevated above the base flood elevation plus freeboard by means of piling, columns (posts and piers), or shear walls parallel to the flow of the water, and (ii) adequately anchored so as not to impair the structural integrity of the building during a flood up to the magnitude of the base flood. In an Area of Special Flood Hazard "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

Erosion — The process of the gradual wearing away of land masses.

Flood or Flooding — A general and temporary condition of partial or complete inundation of normally dry land areas from:

- a) The overflow of inland or tidal waters and/or
- b) The unusual and rapid accumulation or runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM) — The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study (FIS) — The official report in which the Federal Insurance Administration has provided flood profiles, as well as the Flood Insurance Rate Map(s) and the water surface elevation of the base flood.

Floodplain Management Regulations — Zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such State or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodproofing — Any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway — The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without accumulatively increasing the water surface elevation more than 0.2 foot.

Freeboard — A factor of safety usually expressed in feet above a flood level for purposes of flood plain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

Highest Adjacent Grade — The highest natural elevation of the ground surface prior to construction next to the proposed or existing walls of a structure.

Historic Structure — Any structure that is:

- a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c) Individually listed on a State inventory of historic places in States with historic preservation programs which have been approved by the Secretary of the Interior; or
- d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved State program as determined by the Secretary of the Interior; or
 - (2) Directly by the Secretary of the Interior in States without approved programs.

Lowest Floor — The lowest floor of the lowest enclosed area [including basement]. An unfinished or flood resistant enclosure, useable solely for the parking of vehicles, building access or storage in an area other than a basement is not considered a building's lowest floor provided that such enclosure is not built so to render the structure in violation of other applicable non-elevation design requirements of 44 CFR Section 60.3.

Manufactured Home — A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured Home Park or Manufactured Home Subdivision — A parcel (or contiguous parcels) of land divided into two (2) or more manufactured home lots for rent or sale.

New Construction — Structures for which the start of construction commenced on or after the effective date of a floodplain regulation adopted by a community and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision — A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the floodplain management regulations adopted by the municipality.

Recreational Vehicle — A vehicle which is [i] built on a single chassis; [ii] 400 square feet or less when measured at the longest horizontal projections; [iii] designed to be self-propelled or permanently towable by a light duty truck; and [iv] designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Start of Construction — For other than new construction or substantial improvements under the Coastal Barrier Resources Act (P.L. No. 97-348) includes substantial improvements and means

the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site such as the pouring of a slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation, or the placement of a manufactured home on a foundation.

Permanent construction does not include land preparation, such as clearing, grading and filling nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings or piers, or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure — A walled and roofed building, a manufactured home, or a gas or liquid storage tank that is principally above ground.

Substantial Damage — Damage of any origin sustained by a structure whereby the cost of restoring the structure to its condition before damage would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement — Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- a) Any project for improvement of a structure to correct existing violations of State or local health, sanitary or safety code specifications which have been identified by the local code enforcement officer and which are the minimum necessary to assure safe living conditions; or
- b) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a "historic structure".

Variance — A grant of relief from the requirements of this ordinance that permits construction in a manner that would otherwise be prohibited by this ordinance.

Violation — The failure of a structure or other development to be fully compliant with this ordinance. A new or substantially improved structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CFR §60.3(b)(5), (c)(4), (c)(10), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided.

SECTION 3.0 GENERAL PROVISIONS

3.1 LANDS TO WHICH THIS ORDINANCE APPLIES

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This ordinance shall apply to all areas of special flood hazards within the jurisdiction of the Borough of Hightstown, Mercer County, New Jersey.

3.2 BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD

The areas of special flood hazard for the Borough of Hightstown, Community No. 340247, are identified and defined on the following documents prepared by the Federal Emergency Management Agency:

- a) A scientific and engineering report “Flood Insurance Study, Mercer County, New Jersey (All Jurisdictions)” dated July 20, 2016.
- b) “Flood Insurance Rate Map for Mercer County, New Jersey (All Jurisdictions)” as shown on Index and panels 0168F and 0169F, whose effective date is July 20, 2016.

The above documents are hereby adopted and declared to be a part of this ordinance. The Flood Insurance Study, maps and advisory documents are on file at the municipal offices located at 156 Bank Street, Hightstown Borough, New Jersey.

3.3 PENALTIES FOR NONCOMPLIANCE

No structure or land shall hereafter be constructed, re-located to, extended, converted, or altered without full compliance with the terms of this ordinance and other applicable regulations. Violation of the provisions of this ordinance by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than [\$] or imprisoned for not more than [] days, or both, for each violation, and in addition shall pay all costs and expenses involved in the case. Nothing herein contained shall prevent the Borough of Hightstown, from taking such other lawful action as is necessary to prevent or remedy any violation.

3.4 ABROGATION AND GREATER RESTRICTIONS

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and other ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

3.5 INTERPRETATION

In the interpretation and application of this ordinance, all provisions shall be:

- a) Considered as minimum requirements;
- b) Liberally construed in favor of the governing body; and,
- c) Deemed neither to limit nor repeal any other powers granted under State statutes.

3.6 WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the area of special flood hazards or uses permitted within such areas will be free from flooding or flood damages.

This ordinance shall not create liability on the part of the Borough of Hightstown, any officer⁴⁰ or employee thereof or the Federal Insurance Administration, for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION 4.0 ADMINISTRATION

4.1 ESTABLISHMENT OF DEVELOPMENT PERMIT

A Development Permit shall be obtained before construction or development begins, including placement of manufactured homes, within any area of special flood hazard established in section 3.2. Application for a Development Permit shall be made on forms furnished by the Construction Official and may include, but not be limited to; plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- a) Elevation in relation to mean sea level, of the lowest floor (including basement) of all structures;
- b) Elevation in relation to mean sea level to which any structure has been floodproofed.
- c) Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in section 5.2-2; and,
- d) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

4.2 DESIGNATION OF THE LOCAL ADMINISTRATOR

The Construction Official is hereby appointed to administer and implement this ordinance by granting or denying development permit applications in accordance with its provisions.

4.3 DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR

Duties of the Construction Official shall include, but not be limited to:

4.3-1 PERMIT REVIEW

- a) Review all development permits to determine that the permit requirements of this ordinance have been satisfied.
- b) Review all development permits to determine that all necessary permits have been obtained from those Federal, State or local governmental agencies from which prior approval is required.
- c) Review all development permits to determine if the proposed development is located in the floodway. If located in the floodway, assure that the encroachment provisions of 5.3 a) are met.

4.3-2 USE OF OTHER BASE FLOOD AND FLOODWAY DATA

When base flood elevation and floodway data has not been provided in accordance with section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD, the Construction Official shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source, in order to administer sections 5.2-1, SPECIFIC STANDARDS, RESIDENTIAL CONSTRUCTION, and 5.2-2, SPECIFIC STANDARDS, NONRESIDENTIAL CONSTRUCTION.

4.3-3 INFORMATION TO BE OBTAINED AND MAINTAINED

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- a) Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement.
- b) For all new or substantially improved floodproofed structures:
 - i. verify and record the actual elevation (in relation to mean sea level); and
 - ii. maintain the floodproofing certifications required in section 4.1 c).
- c) Maintain for public inspection all records pertaining to the provisions of this ordinance.

4.3-4 ALTERATION OF WATERCOURSES

- a) Notify adjacent communities and the New Jersey Department of Environmental Protection, Dam Safety and Flood Control Section and the Land Use Regulation Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Insurance Administration.
- b) Require that maintenance is provided within the altered or relocated portion of said watercourse so the flood carrying capacity is not diminished.

4.3-5 SUBSTANTIAL DAMAGE REVIEW

- a) After an event resulting in building damages, assess the damage to structures due to flood and non-flood causes.
- b) Record and maintain the flood and non-flood damage of substantial damage structures and provide a letter of Substantial Damage Determination to the owner and the New Jersey Department of Environmental Protection, Dam Safety and Flood Control Section.
- c) Ensure substantial improvements meet the requirements of sections 5.2-1, SPECIFIC STANDARDS, RESIDENTIAL CONSTRUCTION, and 5.2-2, SPECIFIC STANDARDS, NONRESIDENTIAL CONSTRUCTION.

4.3-6 INTERPRETATION OF FIRM BOUNDARIES

Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in section 4.4.

4.4 VARIANCE PROCEDURE

4.4-1 APPEAL BOARD

- a) The (appeal board) as established by Borough Council shall hear and decide appeals and requests for variances from the requirements of this ordinance.
- b) The (appeal board) shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Construction Official in the enforcement or administration of this ordinance.
- c) Those aggrieved by the decision of the (appeal board), or any taxpayer, may appeal such decision to the (name of appropriate court), as provided in (statute).
- d) In passing upon such applications, the (appeal board), shall consider all technical evaluations, all relevant factors, standards specified in other sections of this ordinance, and:
 - i. the danger that materials may be swept onto other lands to the injury of others;
 - ii. the danger to life and property due to flooding or erosion damage;
 - iii. the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

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- iv. the importance of the services provided by the proposed facility to the community;
 - v. the necessity to the facility of a waterfront location, where applicable;
 - vi. the availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - vii. the compatibility of the proposed use with existing and anticipated development;
 - viii. the relationship of the proposed use to the comprehensive plan and floodplain management program of that area;
 - ix. the safety of access to the property in times of flood for ordinary and emergency vehicles;
 - x. the expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and,
 - xi. the costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.
- e) Upon consideration of the factors of section 4.4-1 d) and the purposes of this ordinance, the (appeal board) may attach such conditions to the granting of variances as it deems necessary to further the purposes of this ordinance.
- f) The Construction Official shall maintain the records of all appeal actions, including technical information, and report any variances to the Federal Insurance Administration upon request.

4.4-2 CONDITIONS FOR VARIANCES

- a) Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items i.-xi. in section 4.4-1 d) have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- b) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- c) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- d) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- e) Variances shall only be issued upon:
 - i. A showing of good and sufficient cause;
 - ii. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and,
 - iii. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public as identified in section 4.4- 1 d), or conflict with existing local laws or ordinances.
- f) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

SECTION 5.0 PROVISIONS FOR FLOOD HAZARD REDUCTION

5.1 GENERAL STANDARDS

In all areas of special flood hazards, compliance with the applicable requirements of the Uniform Construction Code (N.J.A.C. 5:23) and the following standards, whichever is more restrictive, is required:

5.1-1 ANCHORING

- a) All new construction to be placed or substantially improved and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.
- b) All manufactured homes to be placed or substantially improved shall be anchored to resist flotation, collapse or lateral movement. Methods of anchoring may include, but are not to be limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces.

5.1-2 CONSTRUCTION MATERIALS AND METHODS

- a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

5.1-3 UTILITIES

- a) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system;
- b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters;
- c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding; and
- d) For all new construction and substantial improvements the electrical, heating, ventilation, plumbing and air-conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

5.1-4 SUBDIVISION PROPOSALS

- a) All subdivision proposals and other proposed new development shall be consistent with the need to minimize flood damage;
- b) All subdivision proposals and other proposed new development shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage;
- c) All subdivision proposals and other proposed new development shall have adequate drainage provided to reduce exposure to flood damage; and,
- d) Base flood elevation data shall be provided for subdivision proposals and other proposed new development which contain at least fifty (50) lots or five (5) acres (whichever is less).

5.1-5 ENCLOSURE OPENINGS

All new construction and substantial improvements having fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria: A minimum of two (2) openings in at least two exterior walls of each enclosed area, having a total net area of not less than one (1) square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one (1) foot above grade. Openings may be equipped with screens, louvers, or other covering or devices provided that they permit the automatic entry and exit of floodwaters.

5.2 SPECIFIC STANDARDS

In all areas of special flood hazards where base flood elevation data have been provided as set forth in section 3.2, BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD or in section 4.3-2, USE OF OTHER BASE FLOOD DATA, the following standards are required:

5.2-1 RESIDENTIAL CONSTRUCTION

- a) New construction and substantial improvement of any residential structure located in an A or AE zone shall have the lowest floor, including basement together with the attendant utilities and sanitary facilities, elevated at or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive.
- b) Require within any AO or AH zone on the municipality's FIRM that all new construction and substantial improvement of any residential structure shall have the lowest floor, including basement together with the attendant utilities and sanitary facilities, elevated above the depth number specified in feet plus one (1) foot, above the highest adjacent grade. And, require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures.

5.2-2 NONRESIDENTIAL CONSTRUCTION

- a) In an Area of Special Flood Hazard, all new construction and substantial improvement of any commercial, industrial or other nonresidential structure located in an A or AE zone shall have the lowest floor, including basement together with the attendant utilities and sanitary facilities: either
 - a) Elevated to or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive; and
 - b) Require within any AO or AH zone on the municipality's DFIRM to elevate above the depth number specified in feet plus one (1) foot, above the highest adjacent grade. And, require adequate drainage paths around structures on slopes to guide floodwaters around and away from proposed structures;
- or
- c) Be floodproofed so that below the base flood level plus one (1) foot or as required by ASCE/SEI 24-14, Table 6-1, whichever is more restrictive, the structure is watertight with walls substantially impermeable to the passage of water;
- d) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and,

- e) Be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the applicable provisions of this subsection. Such certification shall be provided to the official as set forth in section 4.3-3 b) ii. 45

5.2-3 MANUFACTURED HOMES

- a) Manufactured homes shall be anchored in accordance with section 5.1-1 b).
- b) All manufactured homes to be placed or substantially improved within an area of special flood hazard shall:
- i. Be consistent with the need to minimize flood damage,
 - ii. Be constructed to minimize flood damage,
 - iii. Have adequate drainage provided to reduce exposure to flood damage; and,
 - iv. Be elevated on a permanent foundation such that the top of the lowest floor is at or above the base flood elevation plus one (1) foot or as required by ASCE/SEI 24-14, Table 2-1, whichever is more restrictive.

5.3 FLOODWAYS

Located within areas of special flood hazard established in section 3.2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- a) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless a technical evaluation demonstrates that encroachment shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- b) If section 5.3 a) is satisfied, all new construction and substantial improvements must comply with section 5.0 PROVISIONS FOR FLOOD HAZARD REDUCTION.
- c) In all areas of special flood hazard in which base flood elevation data has been provided and no floodway has been designated, the accumulative effect of any proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood more than two-tenths (0.2) of a foot at any point.

SECTION 6.0 SEVERABILITY

If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such a decision shall not affect the remaining portions of the Ordinance, which shall remain in full force and effect, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

SECTION 7.0 ENACTMENT

7.01 ADOPTION

This Ordinance shall be effective on *(effective date)* and shall remain in force until modified, amended or rescinded by the *Borough of Hightstown, Mercer County, New Jersey*.

ENACTED AND ADOPTED by the *Borough Council* this *[day]* day of *[month]*, *[year]*.

ATTEST: *[Board, Council, etc.]* of the *Borough of Hightstown*,

Borough of Hightstown, Borough Clerk

By: _____
Mayor

APPROVED, this *[day]* day of *[month]*, *[year]*, by the Mayor of *[Name of Municipality]*

ATTEST:

[Name of Municipality] Secretary

Mayor _____

ORDINANCE 2016-10

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 29, ENTITLED “SIGNS”, SECTION 15, ENTITLED “PROJECTING SIGNS”, AND SECTION 18 ENTITLED “COMMERCIAL AND HIGHWAY, BUSINESS AND INDUSTRIAL ZONES – CC-1, CC-2, HC AND I” OF THE “REVISED GENERAL ORDINANCES OF THE BOROUGH OF HIGHTSTOWN, NEW JERSEY.”

WHEREAS, the Zoning Official has requested certain changes to Chapter 29 of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to establish uniformity in signage, create an aesthetically pleasing environment and maintain a safe pedestrian environment; and

WHEREAS, the Planning Board has reviewed the request of the Zoning Officer and has recommended the changes to Chapter 29, entitled “Signs” of the “Revised General Ordinances of the Borough of Hightstown, New Jersey” to the Borough Council for their consideration; and

WHEREAS, the Borough Council has reviewed the recommended changes and concurs that the changes are appropriate and would enhance the Borough for businesses and residents alike.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Hightstown as follows:

Section 1. Chapter 29 “Signs”, Section 15, entitled “Projecting Signs” is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-15 Projecting Signs.

- A. Projecting signs shall contain only the name and type of business and logo. The sign shall project the image of the business.
- B. The sign shall be located so it does not block or obscure important architectural elements of the façade, with the best location being either of the front corners of the structure or above the entrance. The sign shall be located at the top of the first floor level or between the first floor and second floor. The bottom of the sign shall be at least seven (7) feet above the ground.
- ~~C. The area of the sign face shall be limited to seven (7) square feet and shall project no more than five (5) feet from the side of the building in HC zone and no more than three (3) feet in CC 1 and CC 2 zone. The bottom of the sign shall be at least seven (7) feet above the ground. One projecting sign may be erected per floor level for each street frontage.~~
- ~~D. A projecting sign is not allowed if there is a portable sign.~~
- ~~E. The bracket shall be black wrought iron. The bracket is to be securely mounted to the building. Graphics on a decorative bracket will be included in calculating the sign area. The bracket is to be removed if there is no sign hanging from the bracket and all of the mounting holes must be filled in to match the surrounding façade.~~
- ~~F. The sign material shall be solid wood, metal, composite material or acrylic fiber fabric. The sign shall have a finished, professional appearance.~~
- ~~G. The projecting sign shall be divided into two categories:~~

~~C-1. Standard Projecting Sign~~

Shall be limited to seven (7) square feet and shall project no more than four (4) feet from the side of the building in the HC zone and no more than three (3) feet in the CC-1 and CC-2 zone or registered businesses in the RPO Zone and Residential Zone.

2. Creative Projecting Sign

- a. The sign area for text, messages, and logo shall be limited to seven (7) square feet.
- b. The total overall size fo the Creative Projecting Sign shall be a maximum of ten (10) aquare feet. The extra three (3) aquare feet may be usd to create a sign with visual appeal. Creative visual appeal shall include one or more fo the following:
 1. Graphic depicting the type of business on the sign.
 2. Graphic depicting the type of business on the wrought iron bracket.
 3. The shape of the actual sign being non-rectangular.

The sign shall project no more than four (4) feet from the side of the building in HC zone and no more than three (3) feet in CC-1 and CC-2 zone or registered businesses in the RPO zone and Residential zone.

H. The sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.

I. Internal lighting of the projecting sign is not permitted.

J. All projecting signs must be approved in advance by the Zoning Officer.

Section 2. Chapter 29 “Signs”, Section 18, entitled “Commercial and Highway, Buisness and Industrial Zones – CC-1, CC-2, HC and I” is hereby amended as follows (underline for additions, strikethroughs for deletions):

29-18. Commercial and Highway, Business and Industrial Zones – CC-1, CC-2, HC and I.

Signs can enhance the image and appearance of Hightsotwn. In the above zones, the following signs only shall be permitted:

- A. *Facade sign.* One (1) facade sign may be erected facing each street frontage with direct vehicular access from that street. The sign area shall not exceed ten percent (10%) of the total facade area, including window and door area, or forty (40) square feet per sign, whichever is less. Sign must be applied directly to the facade and not project more than eight (8) inches.
- B. *Freestanding sign.* One (1) freestanding sign may be erected on each street frontage that contains a minimum of one hundred (100) feet of frontage and with direct vehicular access from that street. The maximum permitted sign area shall be forty (40) square feet per sign and the height of the sign shall not exceed thirty (30) feet.
- C. *Window signs* not to exceed ten (10%) percent of the total glass area and installed on the inside of the window. Lettering shall be limited to three colors.
- D. *Changeable copy signs* in accordance with 29-8 of this chapter.
- E. *Directional signs* in accordance with 29-9 of this chapter.
- F. *Directory signs* in accordance with 29-10 of this chapter.
- G. *Grand opening signs* in accordance with 29-12 of this chapter.
- H. *Window signs* in accordance with 29-14 of this chapter.

I. Signs in accordance with 29-6 of this chapter.

J. *Portable-A Frame Signs.* One sign may be erected per each street frontage. Each sign shall be six square feet, three feet in height and two feet in width, and shall be permitted in the H-C, CC-1 and CC-2 Zones only. Such signs shall be limited to professionally manufactured type signs which may only be displayed during hours of operation and shall be removed promptly upon closing of business each day. All portable signs shall also be subject to Section 29-3B and Section 29-22, and shall be securely held in place on sidewalks consisting of a minimum of six (6) feet in width so as to permit a clear and safe passageway around the sign of at least four (4) feet. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount required by the Borough which shall name the Borough as an additional insured.

1. One A Frame sign may be displayed per floor level for each street frontage.
2. An A Frame sign is not allowed if there is a projecting sign.
3. An A Frame sign shall be permitted in the H-C, CC-1 and CC-2 zones only.
4. The sign shall be professionally manufactured with a finish appearance. No paper, fiberboard, foamcore board, corrugated paper or unfinished wood materials shall be permitted. A finished sign is required on both sides of the A frame sign.
5. 'Slie in letters' are not permitted.
6. Highly reflective materials are not allowed.
7. The sign may not be illuminated.
8. The sign may only be displayed during hours of operation and shall be removed promptly upon closing each day.
9. The sign is also subject to Section 29-3B and Section 29-22
10. An Indemnification Agreement shall be executed between the permit holder and the Borough and an Insurance Certificate provided in an amount of one million dollars (\$1,000,000.00) which shall name the Borough as additional insured.
11. The total size of the A frame sign shall be a maximum of nine (9) square feet. The sign area for the text or message is limited to six (6) square feet, three feet in height and two feet in width. The remaining three square feet may be used to create a sign with visual appeal. The creative use of color, typeface, message or the shape or outline of the sign shall be used to attract attention. Creative visual appeal shall include one or more of the following:
 - a. Graphic depicting the type of business on the sign.
 - b. The shape of the actual sign being non-rectangular.
 - ƒ. c. Decorative elements which reinforces the image of the business.
12. Plain, simple A frame signs will not meet the creativity requirement.
13. Plastic signs are not allowed.
14. The sign can only be located in the area designated by the Zoning Officer.
15. The A frame sign must maintain a four (4) feet clear passageway and not cause a hazard to pedestrians or people exiting parked cars. A clear and safe passageway around the sign is required. The sidewalk must be a minimum of six (6) feet in width.
16. The A frame sign must be properly weighted so that it does not create a hazard to pedestrians or vehicles due to strong winds.
17. The A frame sign must be properly maintained at all times. Any sign that is weathered, faded, peeling, cracking or otherwise deteriorated must be replaced.
18. Any A frame signs that are a safety issue or do not meet the requirements of this ordinance may be subject to removal by the code enforcement office.
19. All A frame signs must be approved in advance by the Zoning Officer.

K. Projecting signs in accordance with 29-15 of this chapter.

—Section 3. Severability. If any sentence, paragraph or section of this Ordinance, or the application thereof to

any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this Ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this Ordinance.

Section 4. Effective Date. This Ordinance shall become effective immediately upon final passage and publication in accordance with the law.

Section 5. Repealer. All other Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Introduced:

Adopted:

ATTEST:

Debra L. Sopronyi
Municipal Clerk

Lawrence D. Quattrone
Mayor

Ordinance 2016-11

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

WHEREAS, the Local Government Cap Law, *N.J.S. 40A: 4-45.1 et seq.*, provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 0% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, *N.J.S.A. 40A: 4-45.15a* provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Mayor and Council of the Borough of Hightstown in the County of Mercer finds it advisable and necessary to increase its CY 2016 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Mayor and Council hereby determine that a 3.5% increase in the budget for said year, amounting to \$187,053.97 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Mayor and Council hereby determine that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Hightstown, in the County of Mercer, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2016 budget year, the final appropriations of the Borough of Hightstown shall, in accordance with this ordinance and *N.J.S.A. 40A: 4-45.14*, be increased by 3.5%, amounting to \$187,053.97, and that the CY 2016 municipal budget for the Borough of Hightstown be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, be filed with said Director within 5 days after such adoption.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

Ordinance 2016-12

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

**BOND ORDINANCE PROVIDING FOR THE REHABILITATION OF
EAST WARD STREET IN AND BY THE BOROUGH OF
HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY,
APPROPRIATING \$550,000 THEREFOR AND AUTHORIZING THE
ISSUANCE OF \$250,000 BONDS OR NOTES OF THE BOROUGH TO
FINANCE PART OF THE COST THEREOF.**

BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHTSTOWN, IN THE COUNTY OF MERCER, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The improvement described in Section 3(a) of this bond ordinance is hereby authorized to be undertaken by the Borough of Hightstown, in the County of Mercer, New Jersey (the "Borough") as a general improvement. For the improvement or purpose described in Section 3(a), there is hereby appropriated the sum of \$550,000, including the \$300,000 Grant from the State of Jersey Department of Transportation expected to be received (the "State Grant"). Pursuant to N.J.S.A. 40A:2-11(c), no down payment is provided for the costs of the improvement since the project described in Section 3(a) hereof is being partially funded by the State Grant.

Section 2. In order to finance the cost of the improvement or purpose not covered by application of the State Grant, negotiable bonds are hereby authorized to be issued in the principal amount of \$250,000 pursuant to the Local Bond Law. In anticipation of the issuance of the bonds, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvement hereby authorized and the purpose for the financing of which the bonds are to be issued is the rehabilitation of East Ward Street, including all work and materials necessary therefor and incidental thereto.

(b) The estimated maximum amount of bonds or notes to be issued for the improvement or purpose is as stated in Section 2 hereof.

(c) The estimated cost of the improvement or purpose is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer; provided that no bond anticipation note shall mature later than one year from its date. The bond anticipation notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer. The chief financial officer shall determine all matters in connection with bond anticipation notes issued pursuant to this bond ordinance, and the chief financial officer's signature upon the bond anticipation notes shall be conclusive evidence as to all such determinations. All bond anticipation notes issued hereunder may be renewed from time to time subject to the provisions of the Local Bond Law. The chief financial officer is hereby authorized to sell part or all of the bond anticipation notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of the bond anticipation notes pursuant to this bond ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the bond anticipation notes sold, the price obtained and the name of the purchaser.

Section 5. The Borough hereby certifies that it has adopted a capital budget or a temporary capital budget, as applicable. The capital or temporary capital budget of the Borough is hereby amended to conform with the provisions of this bond ordinance to the extent of any inconsistency herewith. To the extent that the purposes authorized herein are inconsistent with the adopted capital or temporary capital budget, a revised capital or temporary capital budget has been filed with the Division of Local Government Services.

Section 6. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvement or purpose described in Section 3(a) of this bond ordinance is not a current expense. It is an improvement or purpose that the Borough may lawfully undertake as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of the improvement or purpose within the limitations of the Local Bond Law, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is 10 years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey.

Such statement shows that the gross debt of the Borough as defined in the Local Bond Law is increased by the authorization of the bonds and notes provided in this bond ordinance by \$250,000, and the obligations authorized herein will be within all debt limitations prescribed by that Law.

(d) An aggregate amount not exceeding \$50,000 for items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included in the estimated cost indicated herein for the purpose or improvement.

Section 7. The Borough hereby declares the intent of the Borough to issue bonds or bond anticipation notes in the amount authorized in Section 2 of this bond ordinance and to use the proceeds to pay or reimburse expenditures for the costs of the purposes described in Section 3(a) of this bond ordinance. This Section 7 is a declaration of intent within the meaning and for purposes of Treasury Regulations.

Section 8. Any grant moneys received for the purpose described in Section 3(a) hereof shall be applied either to direct payment of the cost of the improvement or if other than as referred to in Section 1 hereof, to payment of the obligations issued pursuant to this bond ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are so used.

Section 9. The chief financial officer of the Borough is hereby authorized to prepare and to update from time to time as necessary a financial disclosure document to be distributed in connection with the sale of obligations of the Borough and to execute such disclosure document on behalf of the Borough. The chief financial officer is further authorized to enter into the appropriate undertaking to provide secondary market disclosure on behalf of the Borough pursuant to Rule 15c2-12 of the Securities and Exchange Commission (the ARule@) for the benefit of holders and beneficial owners of obligations of the Borough and to amend such undertaking from time to time in connection with any change in law, or interpretation thereof, provided such undertaking is and continues to be, in the opinion of a nationally recognized bond counsel, consistent with the requirements of the Rule. In the event that the Borough fails to comply with its undertaking, the Borough shall not be liable for any monetary damages, and the remedy shall be limited to specific performance of the undertaking.

Section 10. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy *ad valorem* taxes upon all the taxable real property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

Section 11. This bond ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

Introduction:

Adoption:

ATTEST:

DEBRA L. SOPRONYI
MUNICIPAL CLERK

LAWRENCE D. QUATTRONE
MAYOR

BOROUGH OF HIGHTSTOWN					
2016 BUDGET					
BUDGET AT A GLANCE					
		2015 ADOPTED	2016 INTRODUCED	Inc / Dec Amount	Inc / Dec Percent
APPROPRIATIONS					
20	General Government	\$ 766,628.00	\$ 789,275.00	22,647.00	2.95%
21	Land Use Administration	54,300.00	53,215.00	(1,085.00)	-2.00%
23	Insurance	803,000.00	760,500.00	(42,500.00)	-5.29%
25	Public Safety	1,733,578.00	1,622,925.00	(110,653.00)	-6.38%
26	Public Works	691,986.00	745,562.00	53,576.00	7.74%
27	Health & Human Services	73,488.00	74,756.00	1,268.00	1.73%
28	Park & Recreation	85,350.00	60,200.00	(25,150.00)	-29.47%
30	Unclassified	66,700.00	63,500.00	(3,200.00)	-4.80%
31	Utilities	236,600.00	213,915.00	(22,685.00)	-9.59%
32	Landfill/Solid Waste	206,000.00	206,000.00	-	0.00%
33	Construction Code	162,055.00	170,109.00	8,054.00	4.97%
36	Statutory Expenditures	523,527.00	564,626.00	41,099.00	7.85%
41	Grants	21,114.16	5,051.10	(16,063.06)	-76.08%
43	Shared Services	296,226.00	289,022.00	(7,204.00)	-2.43%
44	Capital Improvements	49,500.00	40,000.00	(9,500.00)	-19.19%
45	Debt Service	571,576.00	612,126.00	40,550.00	7.09%
46	Deferred Charges	-	-	-	0.00%
47	Transfer to Board of Education	41,558.00	41,558.00	-	0.00%
50	Reserve for Uncollected Taxes	465,000.00	475,000.00	10,000.00	2.15%
	TOTAL APPROPRIATIONS	\$ 6,848,186.16	\$ 6,787,340.10	\$ (60,846.06)	-0.89%
REVENUES					
1	Surplus Anticipated	\$ 600,000.00	\$ 610,000.00	10,000.00	1.67%
3A	Local Revenues	440,500.00	442,500.00	2,000.00	0.45%
3B	State Aid Without Offset Approp.	503,550.00	503,550.00	-	0.00%
3C	Uniform Construction Code	50,000.00	60,000.00	10,000.00	20.00%
3D	Shared Service Agreements	236,200.00	126,000.00	(110,200.00)	-46.66%
3F	Public and Private - Grants	21,114.16	5,051.10	(16,063.06)	-76.08%
3G	Special Items of Revenue	167,106.00	165,072.00	(2,034.00)	-1.22%
4	Receipts from Delinquent Taxes	304,000.00	280,000.00	(24,000.00)	-7.89%
	Subtotal General Revenues	\$ 2,322,470.16	\$ 2,192,173.10	\$ (130,297.06)	-5.61%
6A	Amount Raised by Taxation	4,525,716.00	4,595,167.00	69,451.00	1.53%
	TOTAL REVENUES	\$ 6,848,186.16	\$ 6,787,340.10	\$ (60,846.06)	-0.89%
	Total Net Assessed Valuation	389,586,874.00	390,467,348.00		
	Tax Rate per \$100 of Assessed	\$ 1.162	\$ 1.177	\$ 0.015	
	Average Residential Assessment	212,600.00	212,893.00		
	Taxes on Average Home	\$ 2,470.41	\$ 2,505.75	\$ 35.34	

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET
ANTICIPATED REVENUES**

	<u>2015</u>	<u>2016</u>	<u>Increase (Decrease)</u>
1 Surplus Anticipated	600,000.00	610,000.00	10,000.00
Miscellaneous Revenues			
3A Alcoholic Beverages	7,500.00	7,500.00	-
3A Other Licenses	20,000.00	20,000.00	-
3A Fees and Permits	17,000.00	18,000.00	1,000.00
3A Municipal Court	240,000.00	250,000.00	10,000.00
3A Interest on Taxes	68,000.00	68,000.00	-
3A Interest on Investments	18,000.00	20,000.00	2,000.00
3A Lease of Borough Owned Property - Cell Tower	70,000.00	59,000.00	(11,000.00)
3B NET CMPTRA	61,789.00	61,789.00	-
3B Energy Tax Receipts	441,761.00	441,761.00	-
3C Uniform Construction Code	50,000.00	60,000.00	10,000.00
3D Shared Services - Cranbury 911	112,200.00	-	(112,200.00)
3D Shared Services - Roosevelt Trash Collection	61,000.00	63,000.00	2,000.00
3D Shared Services - Roosevelt Landfill Cost	35,000.00	35,000.00	-
3D Shared Services - Roosevelt Clerk	28,000.00	28,000.00	-
3F Clean Communities Programs	9,900.78		(9,900.78)
3F JIF Safety Grant	2,082.03		(2,082.03)
3F Recycling Tonnage Grant	5,131.35	5,051.10	(80.25)
3F Occupant Protection Prog.- Click It or Ticket	4,000.00		(4,000.00)
3G Uniform Fire Safety Act	9,000.00	9,000.00	-
3G CATV Franchise Fee	35,051.00	31,183.00	(3,868.00)
3G Peddie School Gift	23,000.00	23,000.00	-
3G FEMA - Hurricane Irene	39,400.00	39,400.00	-
3G Hightstown Housing Authority In Lieu	25,000.00	25,000.00	-
3G Verizon Franchise Fee	35,655.00	37,489.00	1,834.00
	-	-	
Total Miscellaneous Revenues	1,418,470.16	1,302,173.10	(116,297.06)
4 Delinquent Taxes	304,000.00	280,000.00	(24,000.00)
			-
6A Taxes	4,525,716.00	4,595,167.00	69,451.00
Total General Revenues	6,848,186.16	6,787,340.10	(60,846.06)

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u>	<u>2016</u>	<u>Variance</u>	
	<u>Budget</u>	<u>Budget</u>		
GENERAL GOVERNMENT:				
Administrative and Executive				
20-100	Salaries and Wages	55,930.00	57,750.00	1,820.00
20-100	Other Expenses	1,465.00	1,430.00	(35.00)
Mayor and Council				
20-110	Salaries and Wages	26,400.00	26,400.00	-
20-110	Other Expenses	2,600.00	2,300.00	(300.00)
Municipal Clerk				
20-120	Salaries and Wages	85,327.00	86,716.00	1,389.00
20-120	Other Expenses	11,200.00	18,170.00	6,970.00
Elections				
20-122	Other Expenses	4,000.00	4,000.00	-
Office Supplies/Paper Products				
20-125	Other Expenses	10,200.00	9,775.00	(425.00)
Financial Administration				
20-130	Salaries and Wages	96,300.00	96,271.00	(29.00)
20-130	Other Expenses	9,750.00	9,750.00	-
Audit Services				
20-135	Other Expenses	14,000.00	14,000.00	-
Grant Writing				
20-136	Other Expenses	10,000.00	10,000.00	-
Data Processing				
20-140	Salaries and Wages	5,100.00	5,200.00	100.00
20-140	Other Expenses	29,000.00	30,000.00	1,000.00
Collection of Taxes				
20-145	Salaries and Wages	40,316.00	55,680.00	15,364.00
20-145	Other Expenses	7,650.00	7,600.00	(50.00)
Assessment of Taxes				
20-150	Salaries and Wages	17,479.00	17,500.00	21.00
20-150	Other Expenses	12,000.00	11,500.00	(500.00)
Interest on Tax Appeals				
20-152	Other Expenses	100.00	100.00	-
Legal Services				
20-155	Other Expenses	160,000.00	150,000.00	(10,000.00)
Engineering				
20-165	Other Expenses	30,500.00	33,000.00	2,500.00
Historical Sites Commission				
20-175	Other Expenses	1,900.00	1,400.00	(500.00)

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u>	<u>2016</u>	<u>Variance</u>	
	<u>Budget</u>	<u>Budget</u>		
Municipal Court				
20-176	Salaries and Wages	122,276.00	127,598.00	5,322.00
20-176	Other Expenses	13,135.00	13,135.00	-
Planning /Zoning Board				
21-180	Salaries and Wages	21,700.00	21,965.00	265.00
21-180	Other Expenses	32,600.00	31,250.00	(1,350.00)
Insurance deductibles				
23-210	Other Expenses	3,000.00	3,000.00	-
General Liability				
23-212	Other Expenses	51,000.00	50,500.00	(500.00)
Workers Compensation				
23-213	Other Expenses	114,000.00	102,000.00	(12,000.00)
Group Insurance				
23-215	Other Expenses	620,000.00	590,000.00	(30,000.00)
Health Benefit Waiver				
23-221	Other Expenses	10,000.00	10,000.00	-
Unemployment Comp. Insur.				
23-225	Other Expenses	5,000.00	5,000.00	-
PUBLIC SAFETY FUNCTIONS				
Police Department				
25-240	Salaries and Wages	1,232,390.00	1,193,560.00	(38,830.00)
25-240	Other Expenses	110,658.00	135,685.00	25,027.00
Police Vehicle				
25-241	Other Expenses	32,000.00	-	(32,000.00)
Police Fire And Radio Comm.				
25-250	Salaries and Wages	189,480.00	-	(189,480.00)
25-250	Other Expenses	11,680.00	136,680.00	125,000.00
Emergency Management				
25-252	Salaries and Wages	2,000.00	2,000.00	-
25-252	Other Expenses	4,500.00	4,000.00	(500.00)
Fire Department				
25-253	Other Expenses	38,500.00	39,100.00	600.00
Aid to Fire Department				
25-255	Other Expenses	5,000.00	5,000.00	-
Uniform Fire Safety Act				
25-256	Salaries and Wages	14,000.00	14,000.00	-
25-256	Other Expenses	11,270.00	10,800.00	(470.00)
First Aid Organization				
25-260	Other Expenses	30,000.00	30,000.00	-
First Aid Contribution				
25-261	Other Expenses	1,500.00	1,500.00	-

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u> <u>Budget</u>	<u>2016</u> <u>Budget</u>	<u>Variance</u>
Municipal Prosecutor			
25-275 Other Expenses	14,600.00	14,600.00	-
PUBLIC WORKS FUNCTIONS			
Streets and Roads			
26-290 Salaries and Wages	157,000.00	215,000.00	58,000.00
26-290 Other Expenses	42,300.00	42,100.00	(200.00)
Snow Removal			
26-291 Salaries and Wages	6,000.00	4,000.00	(2,000.00)
26-291 Other Expenses	4,000.00	5,000.00	1,000.00
Sanitation/Solid Waste Coll.			
26-305 Salaries and Wages	53,000.00	53,700.00	700.00
26-305 Other Expenses	55,156.00	46,200.00	(8,956.00)
Buildings and Grounds			
26-310 Salaries and Wages	60,000.00	52,000.00	(8,000.00)
26-310 Other Expenses	93,500.00	88,362.00	(5,138.00)
Recycling			
26-311 Salaries and Wages	81,000.00	103,700.00	22,700.00
26-311 Other Expenses	55,780.00	57,400.00	1,620.00
Vehicle Maintenance			
26-315 Other Expenses	44,250.00	38,100.00	(6,150.00)
Community Services Act			
26-325 Other Expenses	40,000.00	40,000.00	-
HEALTH AND HUMAN SERVICES			
Board of Health			
27-330 Salaries and Wages	53,702.00	54,471.00	769.00
27-330 Other Expenses	6,286.00	8,275.00	1,989.00
Environmental Commission			
27-335 Other Expenses	1,000.00	1,010.00	10.00
27-345 Better Beginnings Contract	8,500.00	8,000.00	(500.00)
27-346 RISE	4,000.00	3,000.00	(1,000.00)
PARKS AND RECREATION			
Maintenance of Parks			
28-369 Salaries and Wages	59,000.00	34,000.00	(25,000.00)
28-369 Other Expenses	4,700.00	3,700.00	(1,000.00)
Recreation & Open Sp(Park Commission)			
28-370 Salaries and Wages	10,000.00	10,000.00	-
28-370 Other Expenses	11,150.00	11,000.00	(150.00)
Cultural Arts Commission			
28-373 Other Expenses	500.00	1,500.00	1,000.00

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u>	<u>2016</u>	<u>Variance</u>
	<u>Budget</u>	<u>Budget</u>	
UNCLASSIFIED			
Accumulated Sick & Vacation			
30-416 Other Expenses	50,000.00	49,000.00	(1,000.00)
Celebration Public Events			
30-420 Other Expenses	7,700.00	5,900.00	(1,800.00)
#			
30-421 Postage	9,000.00	8,600.00	(400.00)
31-430 Electricity	50,000.00	45,000.00	(5,000.00)
31-435 Street Lighting	46,000.00	43,000.00	(3,000.00)
31-440 Telephone	36,000.00	31,915.00	(4,085.00)
31-446 Natural Gas	18,000.00	16,000.00	(2,000.00)
31-460 Gasoline & Diesel Fuel	86,600.00	78,000.00	(8,600.00)
32-465 Landfill Disposal Costs	200,000.00	200,000.00	-
State Uniform Construction Code			
33-195 Salaries and Wages	119,500.00	124,731.00	5,231.00
33-195 Other Expenses	5,335.00	5,550.00	215.00
Housing Code Enforcement			
33-196 Salaries and Wages	36,000.00	37,128.00	1,128.00
33-196 Other Expenses	1,220.00	2,700.00	1,480.00
36-471 Public Employ. Retire. Sy	141,000.00	150,000.00	9,000.00
36-472 Social Security System	130,000.00	130,000.00	-
36-475 Police & Fire Ret. Sys.	247,527.00	279,626.00	32,099.00
36-477 Defined Contribution Retirement Plan	5,000.00	5,000.00	-
	TOTAL IN CAP	TOTAL IN CAP	TOTAL IN CAP
	5,361,212.00	5,282,583.00	(78,629.00)
Recycling Tax			
43-496 Other Expenses	6,000.00	6,000.00	-
Length of Service - LOSAP			
43-500 Other Expenses	36,000.00	36,000.00	-
Shared Service 911			
43-507 Salaries and Wages	51,492.00	-	(51,492.00)
43-507 Other Expenses	60,708.00	-	(60,708.00)
Shared Service-County EMS Dispatch			
43-508 Other Expenses	610.00	700.00	90.00
Shared Service Senior Citizens			
43-509 Other Expenses	27,505.00	29,800.00	2,295.00
Shared Services -Sr Citizens Transp			
43-510 Other Expenses	2,180.00	2,180.00	-

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u>	<u>2016</u>	<u>Variance</u>	
	<u>Budget</u>	<u>Budget</u>		
Shared Services- Health				
43-511	Salaries and Wages	27,500.00	28,050.00	550.00
43-511	Other Expenses	28,231.00	28,792.00	561.00
Shared Services-EMS -				
43-512	Other Expenses	15,000.00	10,500.00	(4,500.00)
Shared Services-Roosevelt Clerk				
43-514	Other Expenses	28,000.00	28,000.00	-
Shared Services Vehicle Maint				
43-515	Other Expenses	20,000.00	21,000.00	1,000.00
Shared Services Roosevelt				
43-516	Other Expenses	35,000.00	35,000.00	-
Shared Services EW Dispatch				
43-517	Other Expenses	-	105,000.00	105,000.00
Clean Communities Grant				
44-702	Other Expenses	9,900.78	-	(9,900.78)
Occupant Protection-Click It or Ticket				
44-708	Other Expenses	4,000.00	-	(4,000.00)
Recycling Tonnage Grant				
44-701	Other Expenses	5,131.35	5,051.10	(80.25)
JIF Safety Program				
44-711	Other Expenses	2,082.03	-	(2,082.03)
44-901	Capital Improvement Fund	49,500.00	40,000.00	(9,500.00)
45-920	Bond Principal	320,000.00	340,000.00	20,000.00
45-925	Note Principal	134,800.00	163,100.00	28,300.00
45-930	Interest on Bonds	91,600.00	82,000.00	(9,600.00)
45-935	Interest on Notes	15,250.00	17,100.00	1,850.00
45-945	Dam Restoration Loan	9,926.00	9,926.00	-
46-872	Transfer to Board of Education	41,558.00	41,558.00	-
	TOTAL OUT CAP	1,021,974.16	1,029,757.10	7,782.94
50-899	Reserve for Uncollected Taxes	465,000.00	475,000.00	10,000.00
		-	-	-
	TOTAL BUDGET	6,848,186.16	6,787,340.10	(60,846.06)

**HIGHTSTOWN BOROUGH
WATER - SEWER UTILITY
2016 BUDGET WORKSHEET
ANTICIPATED REVENUES**

	<u>2015</u>	<u>2016</u>	<u>INCREASE (DECREASE)</u>
Surplus Anticipated	<u>85,000.00</u>	<u>100,000.00</u>	<u>15,000.00</u>
Miscellaneous Revenues			
Water Sewer Rents	2,507,499.00	2,500,000.00	(7,499.00)
Miscellaneous	552,285.00	550,000.00	(2,285.00)
	-	-	-
Total Water / Sewer Utility Revenues	<u><u>3,144,784.00</u></u>	<u><u>3,150,000.00</u></u>	<u><u>5,216.00</u></u>

**HIGHTSTOWN BOROUGH
2016 BUDGET WORKSHEET**

	<u>2015</u>	<u>2016</u>	<u>Variance</u>	
Operating				
Water Sewer Salaries				
500-0	Salaries and Wages	759,887.00	771,319.00	11,432.00
Water Other Expenses				
501-1	Other Expenses	362,225.00	334,421.00	(27,804.00)
Sewer Other Expenses				
501-2	Other Expenses	988,672.00	1,004,375.00	15,703.00
Capital Improvements				
511-0	Capital Improvement Fund	8,000.00	-	(8,000.00)
Debt Service				
522-1	Bond Principal	530,000.00	555,000.00	25,000.00
522-2	Bond Interest	109,088.00	91,112.00	(17,976.00)
522-9	Note Principal	9,000.00	16,600.00	7,600.00
522-3	Note Interest	6,000.00	4,100.00	(1,900.00)
522-4	NJEIT 2012 Principal	103,676.00	103,795.00	119.00
522-5	NJEIT 2012 Interest	9,431.00	9,301.00	(130.00)
522-7	Water Main Loan Principal	97,746.00	97,746.00	-
522-8	Water Main Loan -Interest	17,059.00	16,059.00	(1,000.00)
Statutory				
540-1	PERS	76,000.00	77,272.00	1,272.00
541-1	Social Security System	66,000.00	67,000.00	1,000.00
542-0	Unemployment	2,000.00	1,900.00	(100.00)
		-	-	-
		3,144,784.00	3,150,000.00	5,216.00

BOROUGH OF HIGHTSTOWN

2010-2016 BUDGET

BUDGET AT A GLANCE

	2010 ADOPTED	2011 ADOPTED	2012 ADOPTED	2013 ADOPTED	2014 ADOPTED	2015 ADOPTED	2016 INTRODUCED
APPROPRIATIONS							
20 General Government	617,603	649,343	686,502	777,778	868,917	766,628	789,275
21 Land Use Administration	27,645	43,400	43,700	53,700	57,700	54,300	53,215
23 Insurance	646,250	615,247	602,114	671,000	701,807	803,000	760,500
25 Public Safety	1,637,760	1,614,356	1,716,129	1,733,297	1,747,167	1,733,578	1,622,925
26 Public Works	518,000	570,701	607,310	635,256	685,906	691,986	745,562
27 Health & Human Services	85,000	77,776	80,747	82,184	83,060	73,488	74,756
28 Park & Recreation	103,700	68,350	73,650	80,900	81,900	85,350	60,200
30 Unclassified	98,000	105,700	105,700	105,700	105,700	66,700	63,500
31 Utilities	225,200	240,700	263,400	245,100	243,100	236,600	213,915
32 Landfill/Solid Waste	206,500	191,500	211,500	206,500	206,500	206,000	206,000
33 Construction Code	143,555	142,578	140,150	141,526	146,844	162,055	170,109
36 Statutory Expenditures	550,980	622,419	565,696	545,163	503,570	523,527	564,626
41 Grants	8,752	13,039	34,477	8,685	13,049	21,114	5,051
43 Shared Services	337,306	315,378	271,736	272,661	276,839	296,226	289,022
44 Capital Improvements	1,000	5,000	67,983	50,000	26,000	49,500	40,000
45 Debt Service	424,940	429,140	543,678	503,558	507,376	571,576	612,126
46 Deferred Charges	32,000	32,000	214,381	-	100,000	-	-
47 Transfer to Board of Education	43,246	41,896	41,904	41,904	41,696	41,558	41,558
50 Reserve for Uncollected Taxes	600,000	530,000	430,000	430,000	450,000	465,000	475,000
TOTAL APPROPRIATIONS	6,307,436	6,308,523	6,700,757	6,584,912	6,847,131	6,848,186	6,787,340
REVENUES							
1 Surplus Anticipated	118,000	287,950	400,000	480,000	720,000	600,000	610,000
3A Local Revenues	470,100	437,500	442,500	413,500	426,500	440,500	442,500
3B State Aid Without Offset Approp.	503,550	503,550	503,550	503,550	503,550	503,550	503,550
3C Uniform Construction Code	70,000	70,000	70,000	50,000	50,000	50,000	60,000
3D Shared Service Agreements	225,488	242,380	199,105	202,000	220,200	236,200	126,000
3F Public and Private - Grants	8,752	13,039	34,477	8,685	13,049	21,114	5,051
3G Special Items of Revenue	147,535	126,200	455,432	225,603	128,116	167,106	165,072
4 Receipts from Delinquent Taxes	485,000	350,000	250,000	285,000	260,000	304,000	280,000
Subtotal General Revenues	2,028,424	2,030,619	2,355,064	2,168,338	2,321,415	2,322,470	2,192,173
6A Amount Raised by Taxation	4,279,012	4,277,904	4,345,693	4,416,574	4,525,716	4,525,716	4,595,167
TOTAL REVENUES	6,307,436	6,308,523	6,700,757	6,584,912	6,847,131	6,848,186	6,787,340
Total Net Assessed Valuation	488,429,147	488,347,036	481,330,622	392,567,107	391,858,797	389,586,874	390,467,348
Tax Rate per \$100 of Assessed	\$ 0.876	\$ 0.876	\$ 0.903	\$ 1.125	\$ 1.155	\$ 1.162	\$ 1.177
Average Residential Assessment	269,637.00	266,798.00	266,798.00	212,370.00	212,383.00	212,600.00	212,893.00
Taxes on Average Home	\$ 2,362.02	\$ 2,337.15	\$ 2,409.19	\$ 2,389.16	\$ 2,453.02	\$ 2,470.41	\$ 2,505.75

Resolution 2016-86

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

STATE OF NEW JERSEY

AUTHORIZING PAYMENT OF BILLS

WHEREAS, certain bills are due and payable as per itemized claims listed on the following schedules, which are made a part of the minutes of this meeting as a supplemental record;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that the bills be paid on audit and approval of the Borough Administrator, the appropriate Department Head and the Treasurer in the amount of \$903,838.70 from the following accounts:

Current	\$69,698.64
W/S Operating	51,257.74
General Capital	43,378.11
Water/Sewer Capital	0.00
Grant	1,457.60
Trust	200.00
Housing Trust	7,000.32
Animal Control	96.00
Law Enforcement Trust	0.00
Housing Rehab Loans	955.00
Unemployment Trust	0.00
Escrow	<u>729,795.29</u>
 Total	 <u>\$903,838.70</u>

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk

P.O. Type: All
Range: First
Format: Detail without Line Item Notes
Include Non-Budgeted: Y

Include Project Line Items: Yes
to Last
First Enc Date Range: First to 12/31/16

Open: N
Rcvd: Y
Bid: Y

Paid: N
Held: N
State: Y

Void: N
Aprv: N
Other: Y
Exempt: Y

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0162 ALLEN & STULTS CO.													
	16-00539	03/29/16	INV.19593										
	1		INV.19593 SEWER TANK POLICY	1,455.12		6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/29/16	03/29/16		19593	N
Vendor Total:				1,455.12									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0107 ANSELL GRIMM & ARRON, PC													
	16-00512	03/21/16	FEBRUARY INVOICES										
	1		GENERAL FILE	958.50		6-01-20-155-001-027	B General Matters	R	03/21/16	03/29/16		275449	N
	2		ORDINANCES	27.00		6-01-20-155-001-027	B General Matters	R	03/21/16	03/29/16		275450	N
	3		RESOLUTIONS 2016	40.50		6-01-20-155-001-027	B General Matters	R	03/21/16	03/29/16		275451	N
	4		ENGINEERING MATTERS	40.50		6-01-20-155-001-027	B General Matters	R	03/21/16	03/29/16		275452	N
	5		MEETINGS	877.50		6-01-20-155-001-029	B Attendance at Council Meetings	R	03/21/16	03/29/16		275453	N
	6		LITIGATION	351.00		6-01-20-155-001-033	B Litigation	R	03/21/16	03/29/16		275454	N
	7		POLICE MATTERS	108.00		6-01-20-155-001-031	B Labor,Personnel & Union Council	R	03/21/16	03/29/16		275455	N
	8		SHARED SERVICES AGREEMENTS	13.50		6-01-20-155-001-031	B Labor,Personnel & Union Council	R	03/21/16	03/29/16		275456	N
	9		3RD ROUND COAH	1,147.50		T-26-56-286-000-849	B Recaptured Fds-RCA COAH-Homeowners	R	03/21/16	03/29/16		275457	N
	10		LITIGATION	40.50		5-01-20-155-001-033	B Litigation	R	03/21/16	03/29/16		275458	N
	11		REDEVELOPMENT BANK STREET	560.00		5-01-20-155-001-027	B General Matters	R	03/21/16	03/29/16		275459	N
				4,164.50									
Vendor Total:				4,164.50									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
A0054 AQUA PRO-TECH LABORATORIES													
	16-00469	03/15/16	INV #6020074M										
	1		INV #6020074M	618.00		6-09-55-501-002-532	B Outside Lab Testing	R	03/15/16	03/29/16		6020074M	N
	2		INV #6010041M	578.00		6-09-55-501-002-532	B Outside Lab Testing	R	03/15/16	03/29/16		6010041M	N
				1,196.00									
Vendor Total:				1,196.00									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
C0023 COMCAST												
	16-00533	03/24/16	AWWTP 8499052440157826	3/17/16								
	1	AWWTP 8499052440157826	3/17/16	125.90	6-09-55-501-002-545	B Internet Services	R	03/24/16	03/29/16		499052440157826	N
	16-00555	03/30/16	8499052430036659 dated 3/24/16									
	1	8499052430036659 dated 3/24/16		109.85	6-01-20-140-001-060	B Internet Services and Web Services	R	03/30/16	03/30/16		849905243003665	N
	Vendor Total:			235.75								
COMCA005 COMCAST BUSINESS												
	16-00527	03/23/16	930909813 DATED 3/15/16									
	1	930909813 DATED 3/15/16		198.23	6-01-25-240-001-094	B COMPUTER/SERVICE & SUPPORT	R	03/23/16	03/29/16		930909813	N
	Vendor Total:			198.23								
COUNT020 COUNTY OF MONMOUTH												
	16-00456	03/14/16	INV 012816 ZULLO/HASTINGS									
	1	INV 012816 ZULLO/HASTINGS		100.00	6-01-25-252-002-042	B Education & Training	R	03/14/16	03/29/16		012816	N
	Vendor Total:			100.00								
C0087 CUSTOM BANDAG, INC												
	16-00484	03/16/16	GORMAN RUPP PUMP TIRES									
	1	ST225/75R15 USED TRL TIRE		80.00	6-09-55-501-002-502	B vehicle Maintenance	R	03/16/16	03/29/16			N
	2	MD/LT USED TIRE		20.00	6-09-55-501-002-502	B vehicle Maintenance	R	03/16/16	03/29/16			N
				<u>100.00</u>								
	Vendor Total:			100.00								
D0995 DIXIE USA EMS SUPPLY CO.												
	16-00343	02/23/16	LATEX GLOVES - LARGE									
	1	LATEX GLOVES - LARGE		57.00	6-01-25-240-001-112	B Prisoner Expense	R	02/23/16	03/29/16			N
	2	SHIPPING & HANDLING		8.33	6-01-25-240-001-112	B Prisoner Expense	R	02/23/16	03/29/16		F064799	N
				<u>65.33</u>								
	Vendor Total:			65.33								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type	Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
ELIZA005 ELIZABETH C. MCKENZIE, PP, PA													
	16-00488	03/17/16	3/7/16 INV #7400										
	1	3/7/16	INV #7400	1,252.82	T-26-56-286-000-849		B Recaptured Fds-RCA COAH-Homeowners	R	03/17/16	03/29/16		7400	N
	Vendor Total:			1,252.82									
B0966 ERB'S GARAGE INC													
	16-00350	02/24/16	HFD Rep.#MG33814 Job:179-16										
	1		Remove & Replace Batteries	196.00	6-01-26-315-001-133		B Vehicle Maint. - Fire Dept.	R	02/24/16	03/29/16		INV# 9328	N
	2		Group 31 Batteries	560.00	6-01-26-315-001-133		B Vehicle Maint. - Fire Dept.	R	02/24/16	03/29/16		INV# 9328	N
	3		Battery Hold Down Bolts	23.00	6-01-26-315-001-133		B Vehicle Maint. - Fire Dept.	R	02/24/16	03/29/16		INV# 9328	N
				<u>779.00</u>									
	16-00399	03/07/16	REPAIR TO FORD F-600										
	1		INV. 9255 - REPAIR TO FORD	1,497.61	6-01-26-315-001-132		B Vehicle Maint. - Public Works	R	03/07/16	03/29/16		9255	N
	Vendor Total:			2,276.61									
Q0176 EUROFINS QC, INC													
	16-00493	03/18/16	WATER ANALYSIS										
	1		INV. 1772631 - WATER ANALYSIS	137.00	6-09-55-501-001-532		B Outside Testing/Labs	R	03/18/16	03/29/16		1772631	N
	2		INV. 1772645 - WATER ANALYSIS	99.50	6-09-55-501-001-532		B Outside Testing/Labs	R	03/18/16	03/29/16		1772645	N
				<u>236.50</u>									
	Vendor Total:			236.50									
GARYM005 GARY M. GLASS, M.D, LLC													
	16-00404	03/07/16	PHYSC EVAL - NEW HIRE										
	1		PHYSC EVAL - NEW HIRE	350.00	6-01-25-240-001-093		B Medical Exams/Hepatitis B Shot	R	03/07/16	03/29/16			N
	Vendor Total:			350.00									
G0171 GEORGE E. CONLEY ELECTRIC													
	16-00478	03/15/16	YEARLY ALARM MONITORING										
	1		INV. U20343-16 - YEARLY ALARM	276.00	6-09-55-501-001-503		B Water Plant Maintenance	R	03/15/16	03/29/16		U20343-16	N
	Vendor Total:			276.00									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
G1077 GEORGE S. COYNE CO., INC.												
	16-00043	01/19/16	Res2016-028 Zetag 8849 FS - S		B							
	4 INV	235622	DATED 3/9/16	2,120.77	6-09-55-501-002-544	B Zetag 8849 FS - George S. Coyne Co.,Inc.	R	01/19/16	03/29/16		235622	N
	Vendor Total:			2,120.77								
G0115 GILMARTIN, ROBERT D.												
	16-00464	03/15/16	BOARD OF HEALTH MEETING 3/9/16									
	1 BOARD OF HEALTH MEETING	3/9/16		93.00	6-01-27-330-001-039	B Recording Secty.	R	03/15/16	03/29/16		3/9/16 MEETING	N
	Vendor Total:			93.00								
G0001 GPANJ												
	16-00236	02/05/16	SPRING 2016 BUSINESS MEETING									
	1 SPRING 2016 BUSINESS MEETING			35.00	6-01-20-120-001-041	B Conferences & Meetings	R	02/05/16	03/29/16		D. SOPRONYI	N
	Vendor Total:			35.00								
G0185 GRAINGER, INC.												
	16-00373	03/03/16	MISC PLANT SUPPLY									
	1 ITEM #3ELH2			23.40	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16			N
	2 ITEM 1" COUPLING 6NG67			24.18	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16			N
	3 ITEM 2PMJ6			32.34	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16			N
	4 ITEM 2PMJ7			97.02	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16			N
				<u>176.94</u>								
	Vendor Total:			176.94								
G0181 GRIFFITH ELECTRIC SPLY CO, INC												
	16-00352	02/25/16	Various Parts & Supplies									
	1 LEV515PV N5-15 PLUG			7.00	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/25/16	03/29/16		5578630	N
	2 SYLQHE2X32T8UNVISNSCB STD PKG			44.09	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/25/16	03/29/16		5578630	N
	3 UNMM175ML5AC3M500K			58.22	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/25/16	03/29/16		5578630	N
	4 3M130C1X30FT			30.40	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/25/16	03/29/16		5578954	N
	5 XBIGLARRY NEB06306 COB-LED LGT			19.99	6-09-55-501-002-503	B Sewer Plant Maintenance	R	02/25/16	03/29/16		5578954	N
				<u>159.70</u>								

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description	Amount	Charge Account	Acct Type Description							
G0181 GRIFFITH ELECTRIC SPLY CO, INC Continued											
	16-00377 03/03/16 ORDER #1589031 & #1588897										
	1 ITEM #BR11055 STEEL LOCKNUT	1.08	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16				N
	2 ITEM #SYLQHE4X32T8 BALLAST	54.59	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16				N
	3 ITEM #IDE3010331J PORT PUSH IN	28.69	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16				N
		84.36									
	Vendor Total:	244.06									
G0050 GROVE SUPPLY INC											
	16-00400 03/07/16 WATER FILTER										
	1 INV. S4315977.001 - WATER	136.16	6-09-55-501-001-535	B Hydrants and Line Repair	R	03/07/16	03/29/16			S4315977.001	N
	Vendor Total:	136.16									
U1160 HD SUPPLY WATERWORKS, LTD.											
	15-02307 12/31/15 Meter Reading System										
	1 2014 SENSUS SUPPORT	19,000.00	6-09-67-004-000-014	B Accounts Payable	R	12/31/15	03/29/16				N
	Vendor Total:	19,000.00									
H0124 HERR'S PLUMBING &											
	16-00401 03/07/16 PIPE IN WATER FILTER AT HAA										
	1 INV. 56056 - PIPE IN WATER	300.00	6-09-55-501-001-535	B Hydrants and Line Repair	R	03/07/16	03/29/16			56056	N
	Vendor Total:	300.00									
H0048 HIGHTS REALTY LLC											
	16-00540 03/29/16 APRIL 2016 RENT FOR HPD										
	1 APRIL 2016 RENT FOR HPD	3,914.68	6-01-26-310-001-025	B Building Rental	R	03/29/16	03/30/16			APRIL 2016 HPD	N
	Vendor Total:	3,914.68									
H1100 HOME DEPOT CREDIT SERVICES											
	16-00434 03/11/16 FEB/MARCH 2016 INVOICES										
	1 INV. 6212974 - BATTERIES	9.97	6-09-55-501-001-503	B Water Plant Maintenance	R	03/11/16	03/29/16			6212974	N
	2 INV. 1035084 - RAKES	25.94	6-01-26-290-001-127	B Street Repair & Maintenance	R	03/11/16	03/29/16			1035084	N
	3 INV. 0564465 - SUPPLIES AWWTP	151.77	6-09-55-501-001-503	B Water Plant Maintenance	R	03/11/16	03/29/16			0564465	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
J0257 JCP&L												
	16-00502	03/21/16	100012445936 EMS MARCH 2016									
	1	100012445936	EMS MARCH 2016	552.49	6-01-25-260-001-074	B Electric	R	03/21/16	03/29/16		100012445936	N
	Vendor Total:			552.49								
J0258 JCP&L (STREET LIGHTING)												
	16-00515	03/21/16	100011415724 DATED 3/21/13									
	1	100011415724	DATED 3/21/13	394.80	6-01-31-435-001-075	B Street Lighting	R	03/21/16	03/29/16		100011415724	N
	16-00516	03/21/16	100011415765 DATED 3/21/16									
	1	100011415765	DATED 3/21/16	1,661.99	6-01-31-435-001-075	B Street Lighting	R	03/21/16	03/29/16		100011415765	N
	Vendor Total:			2,056.79								
J0069 JERSEY ELEVATOR SERVICE												
	16-00397	03/07/16	MONTHLY CONTRACTUAL SERVICE									
	2	INV. 167876 - MAR. 2106		167.33	6-01-26-310-001-029	B Maintenance Contracts	R	03/07/16	03/29/16		167876	N
	Vendor Total:			167.33								
L0205 LANGUAGE LINE SERVICES												
	16-00506	03/21/16	3781029 DATED 2/29/16									
	1	3781029	DATED 2/29/16	31.97	6-01-20-176-000-111	B Interpretor/Outside Help	R	03/21/16	03/29/16		3781029	N
	Vendor Total:			31.97								
L0624 LAWSOFT, INC.												
	16-00419	03/09/16	PROPOSAL 15-0115									
	1	PROPOSAL 15-0115		10,000.00	C-04-55-878-001-445	B ACQ E-TICKET, DISPATCH COSTS, POL RADIO	R	03/09/16	03/29/16			N
	2	INTERFACE		2,000.00	C-04-55-878-001-445	B ACQ E-TICKET, DISPATCH COSTS, POL RADIO	R	03/09/16	03/29/16			N
				<u>12,000.00</u>								
	Vendor Total:			12,000.00								
L0037 LINCOLN FINANCIAL GROUP												
	16-00557	03/30/16	APRIL LIFE INSURANCE									
	1	APRIL LIFE INSURANCE		261.80	6-01-23-210-003-115	B Medical Ins-Emp] Grp Health	R	03/30/16	03/30/16		1485737 APRIL	N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0072 MCCD&CAA -ATTN M.UMBRO, TREAS.												
	16-00458	03/14/16	20TH ANNUAL SPRING CONFERENCE									
	1		20TH ANNUAL SPRING CONFERENCE	50.00	6-01-20-176-000-041	B Conference and Meetings	R	03/14/16	03/29/16		GILSENAN-4/22	N
	Vendor Total:			50.00								
M0047 MCNAMARA SCR PR & EMBROIDERY												
	16-00291	02/16/16	Embroidered Sweatshirts									
	1	#S149	Crew Neck Inv#10063	150.00	6-01-25-256-002-043	B Uniforms	R	02/16/16	03/29/16		INV#10063	N
	2	#S101	Crew Neck Inv#10063	120.00	6-01-25-256-002-043	B Uniforms	R	02/16/16	03/29/16		INV#10063	N
	Vendor Total:			270.00								
M0256 MERCER CO IMPROVEMT AUTHORITY												
	16-00479	03/15/16	FEB 2016 WASTE DISPOSAL									
	1		FEB 2016 TIPPING	12,662.74	6-01-32-465-001-165	B Landfill Solid Waste Disposal-MCIA	R	03/15/16	03/29/16		FEB 2016	N
	2		FEB 2016 RECYCLING TAX	330.33	6-01-43-496-001-174	B Recycling Tax	R	03/15/16	03/29/16			N
	Vendor Total:			12,993.07								
M0270 MERCER COUNTY PROSECUTOR												
	16-00439	03/11/16	FIREARMS RANGE 2015									
	1		FIREARMS RANGE 2015	900.00	5-01-25-240-001-117	B Ammunition & Target Practice	R	03/11/16	03/29/16			N
	Vendor Total:			900.00								
M0536 MGL PRINTING SOLUTIONS												
	16-00380	03/03/16	2 part carbonless printing									
	1		Rental Inspection Checklist	119.00	6-01-33-195-001-036	B Office Supplies	R	03/03/16	03/29/16			N
	2		Shipping	16.00	6-01-33-195-001-036	B Office Supplies	R	03/03/16	03/29/16			N
	Vendor Total:			135.00								
	16-00466	03/15/16	HOMESTEAD BENEFIT BILLS									
	1		HOMESTEAD BEN: ORIGINAL 300/PK	21.00	6-01-20-145-001-023	B Tax Bill/Notice Printing	R	03/15/16	03/29/16			N
	2		HOMESTEAD BEN: ADVICE 300/PK	21.00	6-01-20-145-001-023	B Tax Bill/Notice Printing	R	03/15/16	03/29/16			N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
M0536 MGL PRINTING SOLUTIONS Continued												
	16-00466	03/15/16	HOMESTEAD BENEFIT BILLS			Continued						
	3		SHIPPING AND HANDELING	13.00	6-01-20-145-001-023	B Tax Bill/Notice Printing	R	03/15/16	03/29/16			N
				55.00								
			Vendor Total:	190.00								
M1087 MICHAEL SHEENAN												
	16-00435	03/11/16	REPACK SERVICE PUMP - WTP									
	1		REPACK SERVICE PUMP - WTP	337.50	6-09-55-501-001-503	B Water Plant Maintenance	R	03/11/16	03/29/16		SERVICE PUMP	N
			Vendor Total:	337.50								
M1117 MICROFLEX CORPORATION												
	16-00385	03/03/16	SG-375-L GLOVES									
	1		SG-375-L GLOVES	121.85	6-01-26-290-001-050	B DPW Work Equipment	R	03/03/16	03/29/16			N
			Vendor Total:	121.85								
M0127 MONMOUTH COUNTY												
	16-00430	03/11/16	FEB. 2016 ROOSEVELT TIPPING									
	1		FEB. 2016 ROOSEVELT TIPPING	1,748.81	6-01-43-513-001-171	B Borough of Roosevelt-Tipping Fees	R	03/11/16	03/29/16		FEB 2016	N
			Vendor Total:	1,748.81								
NJADV005 NJ Advance Media												
	16-00546	03/30/16	LEGAL ADS 3/7-3/11/16									
	1		COUNCIL 3/7/16 MEETING CHANGE	9.28	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		106950-03042016	N
	2		3/15 BUDGET MEETING	6.96	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		108113-03062016	N
	3		ORD 2016-09 INTRO	22.04	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		110543-03112016	N
	4		ORD 2016-06 ADOPT	13.92	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		110542-03112016	N
	5		ORD 2016-05 ADOPT	16.24	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		110520-03112016	N
	6		ORD 2016-08 ADOPT	52.20	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		110546-03112016	N
	7		AFFIDAVIT	25.00	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16		110546-03112016	N

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
	Item Description		Amount	Charge Account	Acct Type Description						
NJADV005 NJ Advance Media											
	16-00546	03/30/16	LEGAL ADS 3/7-3/11/16	Continued							
	8		BUDGEET MEETING	7.83	6-01-20-120-001-021	B Advertisements	R	03/30/16	03/30/16	111033-03112016	N
				153.47							
			Vendor Total:	153.47							
N0425 NJ DEPT. OF HEALTH & SR SERV.											
	16-00447	03/11/16	FEB 2016 DOG PILOT PROGRAM								
	1		FEB 2016 DOG PILOT PROGRAM	96.00	T-13-05-265-000-001	B DUE STATE OF NEW JERSEY	R	03/11/16	03/29/16	FEBRUARY 2016	N
			Vendor Total:	96.00							
N0275 NJ LEAGUE OF MUNICIPALITIES											
	16-00160	01/28/16	PROF DEVELOPMENT - M. RIGGIO								
	1		PROFESSIONAL DEVELOPMENT	60.00	6-01-20-120-001-042	B Education & Training	R	01/28/16	03/29/16	M.RIGGIO	N
	16-00365	03/03/16	OPRA EXEMPTIONS WEBINAR								
	1		OPRA EXEMPTIONS WEBINAR	25.00	6-01-25-240-001-042	B Education & Training	R	03/03/16	03/29/16		N
	16-00537	03/28/16	DPW HELP WANTED AD								
	1		LABORER/DRIVER AD	110.00	6-01-26-290-001-199	B Miscellaneous	R	03/28/16	03/29/16		N
			Vendor Total:	195.00							
00050 ONE CALL CONCEPT INC											
	16-00436	03/11/16	FEB 2015 ONE CALL MESSAGES								
	1		INV. 6025084 - FEB 2016 ONE	41.02	6-09-55-501-001-535	B Hydrants and Line Repair	R	03/11/16	03/29/16	6025084	N
			Vendor Total:	41.02							
P0005 PARIS AUTOMOTIVE SUPPLY											
	16-00467	03/15/16	INV #082450								
	1		ITEM #75-115 NON-DET 30QT	24.54	6-09-55-501-002-502	B Vehicle Maintenance	R	03/15/16	03/29/16	082450	N
	2		ITEM #550022689 5W30 QTS	52.90	6-09-55-501-002-502	B Vehicle Maintenance	R	03/15/16	03/29/16	082450	N
				77.44							

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
T0002 TAMARA L. LEE, PP, AICP, LLA,												
	16-00417	03/09/16	Inv. #29-General Planning Serv									
	1		Inv. #29-General Planning Serv	1,811.25	6-01-21-180-001-105	B General Planning-Consulting	R	03/09/16	03/29/16			N
16-00503 03/21/16 JOB 06-339-11A INV #2												
	1		JOB 06-339-11A INV #2	3,248.75	T-26-56-286-000-849	B Recaptured Fds-RCA COAH-Homeowners	R	03/21/16	03/29/16		06-339-11A/#2	N
16-00504 03/21/16 JOB 06-339-11/ INVOICE #12												
	1		JOB 06-339-11/ INVOICE #12	1,351.25	T-26-56-286-000-849	B Recaptured Fds-RCA COAH-Homeowners	R	03/21/16	03/29/16		06-339-11/ #12	N
	Vendor Total:			6,411.25								
P0013 THE PEDDIE SCHOOL												
	16-00427	03/10/16	RES 2016-65RED PERFORMANC GUAR									
	1		RES 2016-65RED PERFORMANC GUAR	728,043.54	PEDD2-14PG	P PERFORMANCE GUARANTEE NEW DORM	R	03/10/16	03/29/16		RES 2016-65	N
	Vendor Total:			728,043.54								
T0224 TORNUST GARAGE												
	16-00440	03/11/16	TOW IMPOUNDED VEHICLE TO HPD									
	1		TOW IMPOUNDED VEHICLE TO HPD	75.00	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/11/16	03/29/16			N
	Vendor Total:			75.00								
T0061 TOWNSHIP OF ROBBINSVILLE DPW												
	16-00370	03/03/16	MECHANICAL SERVICES									
	1		CAR 11 - CHECK ENGINE LIGHT ON	30.60	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	2		CAR 11 - LOF - SAFETY CHECK	61.20	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	3		OIL FILTER	4.05	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N
	4		MOBIL OIL	14.52	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N
	5		CAR 9 CHECK ENGINE LIGHT ON	110.16	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	6		IGNITION COIL	79.72	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N
	7		CLEANED TERMINALS CORRODED	18.36	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	8		CAR 2 - CHECK COOLANT LEAK	146.88	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	9		RADIATOR	165.25	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N
	10		ANTI FREEZE	27.56	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N
	11		CAR 10 - LOF - SAFETY CHECK	61.20	6-01-43-515-001-170	B Mechanic Services	R	03/03/16	03/29/16			N
	12		OIL FILTER	4.05	6-01-26-315-001-131	B Vehicle Maint. - Police	R	03/03/16	03/29/16			N

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
T0050 TRU-STOR LLC												
	16-00446	03/11/16	OFF SITE BACK UP MARCH 2016									
	1		OFF SITE BACK UP MARCH 2016	249.95	6-01-20-140-001-060	B Internet Services and Web Services	R	03/11/16	03/29/16		INV 61100	N
	Vendor Total:			249.95								
U0007 UNIVAR USA												
	16-00038	01/19/16	Res.2015-61 Liq.Chlorine Sewer		B							
	4		inv hb814113 dated 3/15/16	243.00	6-09-55-501-002-526	B Chlorine-Liquid	R	01/19/16	03/29/16		HB814113	N
	Vendor Total:			243.00								
U0144 UPS												
	15-01739	10/13/15	161Y33385									
	1		161Y33385	12.70	5-01-30-421-001-022	B Postage & Express Charges	R	10/13/15	03/29/16		161Y33385	N
	Vendor Total:			12.70								
U0025 US SILICA CO												
	16-00372	03/03/16	10 TON. 45.55 C FILTER SAND									
	1		10 TON .45.55- FILTER SAND	616.79	6-09-55-501-002-503	B Sewer Plant Maintenance	R	03/03/16	03/29/16		10684059	N
	Vendor Total:			616.79								
U0013 USA BLUE BOOK												
	16-00371	03/03/16	1 GAL OF STRIKE #11247									
	1		1 GAL OF STRIKE #11247	1,639.26	6-09-55-501-002-524	B Deodorant Blocks/Strike	R	03/03/16	03/29/16		890835	N
	2		FREIGHT	33.94	6-09-55-501-002-524	B Deodorant Blocks/Strike	R	03/14/16	03/29/16		890835	N
				<u>1,673.20</u>								
	Vendor Total:			1,673.20								
V0019 VERIZON												
	16-00534	03/28/16	201Z02932023918Y 3/16/16 WTP									
	1		201Z02932023918Y 3/16/16 WTP	69.98	6-09-55-501-003-545	B Telephone-w/S-VERIZON	R	03/28/16	03/29/16		201Z02932023918	N
	Vendor Total:			69.98								

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
V0022 VERIZON WIRELESS												
	16-00505	03/21/16	9761900255 DATED 3/10/16									
	1	9761900255 DATED 3/10/16	200.22	6-01-31-440-001-090	B Telephone-verizon-Police Phones	R	03/21/16	03/29/16		9761900255		N
	Vendor Total:		200.22									
W0002 W.B. MASON CO., INC.												
	16-00284	02/12/16	OFFICE SUPPLIES									
	1	OFFICE SUPPLIES - WATER	47.39	6-09-55-501-001-509	B Office Supplies/Downtown	R	02/12/16	03/29/16		I32730367		N
	2	OFFICE SUPPLIES - CENTRAL	128.40	6-01-20-125-001-036	B Office Supplies	R	02/12/16	03/29/16		I32397878		N
			175.79									
	Vendor Total:		175.79									
W0071 WASTE MGMT OF NEW JERSEY, INC.												
	16-00045	01/20/16	2016 Sludge Cake		B							
	7	TICKET 3600 DATED 2/2/16	1,343.85	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	03/29/16		3143143		N
	8	TICKET 8203 DATED 2/9/16	1,408.95	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	03/29/16		3143144		N
	9	TICKET NO. 18066 DATED 2/23/16	1,367.10	6-09-55-501-002-538	B Sludge Removal/Disposal-Waste Management	R	01/20/16	03/29/16		3143146		N
			4,119.90									
	16-00046	01/20/16	2016 Grit&Screening-Res2015-43		B							
	2	TICKET 999948	1,427.80	6-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	01/20/16	03/29/16		502004195605029		N
	3	TICKET 14240 DATED 2/18/16	1,647.28	6-09-55-501-002-540	B Grit/Screening Disposal-Waste Mgmt	R	01/20/16	03/29/16		502004195605029		N
			3,075.08									
	Vendor Total:		7,194.98									
W0008 WEBER SCIENTIFIC												
	16-00382	03/03/16	QUOTE #88638									
	1	ITEM #2068-07 CLASS A	175.64	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	03/03/16	03/29/16				N
	2	FREIGHT	16.60	6-09-55-501-002-506	B Lab. Equipment & Supplies	R	03/03/16	03/29/16				N
			192.24									
	Vendor Total:		192.24									

Vendor # Name	PO #	PO Date	Description	Contract Amount	PO Type Charge Account	Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	1099 Excl
W0094 WILLIAMS SCOTSMAN INC.												
	16-00415	03/08/16	INV 98828910 STORAGE									
	1		INV 98828910 STORAGE	175.41	6-01-26-310-001-025	B Building Rental	R	03/08/16	03/29/16		98828910	N
	Vendor Total:			175.41								
Y0025 YOSTEMBSKI, ROBERT												
	16-00369	03/03/16	PROSECUTOR FEES - FEB 2016									
	1		PROSECUTOR FEES - FEB 2016	1,200.00	6-01-25-275-001-111	B Municipal Prosecutor	R	03/03/16	03/29/16			N
	16-00507	03/21/16	SPECIAL DUI SESSION 3/7/16									
	1		SPECIAL DUI SESSION 3/7/16	300.00	G-02-41-719-007-312	B Alcohol Ed Rehabilitation Grt 2009	R	03/21/16	03/29/16		3/7/16 DUI COURT	N
	Vendor Total:			1,500.00								
Z0106 ZEP SALES & SERVICE												
	16-00281	02/12/16	QUOTE #1020700									
	1		#85635 ZEP MORADO	80.55	6-09-55-501-002-535	B Chemicals Miscellaneous	R	02/12/16	03/29/16			N
	2		#45524 1CS ZEP CITRUS	63.52	6-09-55-501-002-535	B Chemicals Miscellaneous	R	02/12/16	03/29/16		1020700	N
	3		#95824 1CS VELVET SOAP	85.28	6-09-55-501-002-535	B Chemicals Miscellaneous	R	02/12/16	03/29/16		4001931820	N
	4		#416401 10Z ZEP 2000	107.95	6-09-55-501-002-535	B Chemicals Miscellaneous	R	02/12/16	03/29/16			N
	5		shipping	44.90	6-09-55-501-002-535	B Chemicals Miscellaneous	R	03/29/16	03/29/16			N
				<u>382.20</u>								
	Vendor Total:			382.20								
<hr/>												
Total Purchase Orders:	100	Total P.O. Line Items:	198	Total List Amount:	872,060.59	Total Void Amount:	0.00					

Totals by Year-Fund						
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Project Total	Total
CURRENT FUND	5-01	1,513.20	0.00	0.00	0.00	1,513.20
CURRENT FUND	6-01	67,985.44	0.00	0.00	0.00	67,985.44
	6-09	51,257.74	0.00	0.00	0.00	51,257.74
	6-21	0.00	0.00	0.00	729,795.29	729,795.29
Year Total:		119,243.18	0.00	0.00	729,795.29	849,038.47
GENERAL CAPITAL	C-04	12,000.00	0.00	0.00	0.00	12,000.00
	G-02	1,457.60	0.00	0.00	0.00	1,457.60
ANIMAL CONTROL TRUST FUND #13	T-13	96.00	0.00	0.00	0.00	96.00
RCA-COAH RSCROW/MANALAPAN	T-25	955.00	0.00	0.00	0.00	955.00
HOUSING TRUST FUND-RECAPTURED FUNDS	T-26	7,000.32	0.00	0.00	0.00	7,000.32
Year Total:		8,051.32	0.00	0.00	0.00	8,051.32
Total of All Funds:		142,265.30	0.00	0.00	729,795.29	872,060.59

Project Description	Project No.	Project Total
PEDDIE SCHOOL-NEW DORMS	PEDD2-14IF	1,751.75
PERFORMANCE GUARANTEE NEW DORM	PEDD2-14PG	728,043.54
Total of All Projects:		<u>729,795.29</u>

Resolution 2016-87

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

SUPPORTING AND AUTHORIZING THE ASSOCIATION OF NEW JERSEY ENVIRONMENTAL COMMISSION (ANJEC) GRANT APPLICATION

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, The Borough of Hightstown strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, The Borough of Hightstown is participating in ANJEC; and

WHEREAS, one of the purposes of ANJEC Open Space Grants Program is to provide resources to municipalities to make progress on advancing open space stewardship, and to help raise the profile of the environmental commission in the community through publicity and public participation or collaboration with local groups on various projects.

WHEREAS, the Borough Council of the Borough of Hightstown has determined that the Hightstown Borough Environmental Commission should apply for the aforementioned grant.

THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Hightstown, State of New Jersey, supports and authorizes the submission of the aforementioned ANJEC grant.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk

1. **2016 ANJEC OPEN SPACE STEWARDSHIP GRANT APPLICATION**

Municipality: Hightstown Borough

County: Mercer

Phone: 609-490-5100

Full mailing address of municipality: 156 Bank Street, Hightstown, NJ 08520

Environmental Commission Contact Person (person responsible for application):

Name: Barbara Jones e-mail: docjones920@msn.com

Home address: Day and cell phones: 609-371-1608 (h) 609-578-2620 (c)

Environmental Commission Chairman

Name: Barbara Jones

Day or cell phone: 609-371-1608

e-mail: docjones920@msn.com

Municipal Manager/Administrator

Name: Henry Underhill

e-mail: administrator@hightstownborough.com

phone: 609-490-5100

Year Environmental Commission was established by ordinance: 1991

Is your Commission a member of ANJEC? Yes / No

Descriptive Title of Project: Hightstown Community Forestry Project

Amount being requested from ANJEC: \$1175.50

Project description (Limit 900 words): *What will you do? When? How? What are the deliverables? **Begin with a 1 – 3 sentence description of the project,** followed by a narrative and tables that describe tasks, deliverables, a 1-year schedule, and who will carry out the tasks. Review the information above about how applications will be evaluated.*

The Hightstown Environmental Commission's goal with this project is to learn how to better maintain our critical tree resources, as well as generate a greater public awareness of the Borough's trees. We would like to offer a community-wide two-hour pruning seminar and demonstration on public trees of small stature in Rocky Brook Park. Rocky Brook Park is an important environmental park for the Borough. It is designated a wildlife habitat zone and is maintained, as part of our Greenway, with boardwalks and trails through a wooded area adjacent to Rocky Brook Creek. The training will provide Borough residents and members of both the Environmental Commission and the Department of Public

Works the skills necessary to maintain the Borough's trees (both on public and private land) more effectively. Due to poor tree maintenance in the past, we have lost in various degrees the benefits of many of the Borough's more significant trees.

This event will occur in either spring or fall of 2016. We plan to engage Kevin Scibilia, a certified tree expert, to lead the seminar. For the Department of Public Works' employees and members of the Hightstown Environmental Commission, the two-hour pruning seminar will generate New Jersey Community Forestry Continuing Education Units, one for each hour of instruction for eligible individuals. Those participating will be at least one designated Department of Public Works' employee, members of the Hightstown Environmental Commission, and any community members interested in tree maintenance. In the future, our training will be shared at our annual Arbor Day, Harvest Fair, and clean-up events.

To further enhance the community's relationship with its trees, we plan to install tree identification labels on certain native trees in Rocky Brook Park. By labeling the trees, we hope to educate the public about the many native tree species we currently have in our Borough. To minimize theft and to generate a more permanent label, we intend to buy black anodized aluminum nameplates to mount on the 6" x 4" tops of treated wood posts. To generate interest in the event, we will advertise through the Borough's website, the Environmental Commission's Facebook page, and with flyers and brochures. The flyers will be distributed at Borough Hall and through local businesses, posted throughout town, and handed out at events. The brochures will be designed to include basic pruning techniques and a small map identifying the location of the significant trees in Rocky Brook Park. They will be made available both through the Borough's webpage and as paper brochures.

The Hightstown Department of Public Works is very committed to having a designated Borough employee or two trained in tree maintenance, so along with a trained Environmental Commission, the future of the Borough's trees looks significantly better.

Timeline: Spring 2016 (Arbor Day event): Begin publicizing the seminar
 Spring 2016: design flyer and brochure for the event
 Spring or Fall 2016: two-hour tree pruning seminar
 Fall 2016: cut posts and attach nameplates
 Fall 2016: Tree labeling day (installing labeled posts in Rocky Brook Park)

Project budget (Limit one page):

Include all projected costs, whether covered by grant funds or other funding sources. The commission should research and itemize costs in preparing the budget and determining the amount they are requesting. An application without an itemized budget will not qualify for a grant. If additional cash, budget or other contributions are being used, itemize them in the budget. Also include an estimate of the hours of in-kind labor (volunteer and town staff) the Commission and others expect to contribute to this project.

2016 OSS Grant Application Budget

Kevin Scibilia; two-hour tree pruning seminar		\$455
20 anodized nameplates	\$14.95 each, plus shipping/tax	\$350
20 treated posts	\$7.50 each, plus tax	\$160.50
200 brochures	\$ 0.50 each	\$100
100 flyers	\$0.10 each	<u>\$10</u>
Total		\$1075.50

Work in-kind:

Time committed by the Hightstown EC:

Attaching nameplates to posts, cutting posts in half to save money on purchase, digging post holes, designing brochure and flyer, and, to save \$55, clean-up after the pruning seminar .

See requirement for letter from municipal administrator/manager, above.

Resolution 2016-88

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING USE OF THE MUNICIPAL PARKING LOT FOR A LATINO FESTIVAL

WHEREAS, the Community Action Center d/b/a RISE has applied for the use of Rocky Brook Park for the Latino Festival of Hightstown-East Windsor to be held on July 30, 2016 (Rain Date August 6, 2016); and

WHEREAS, they have also requested the use of the Borough Hall Parking Lot (148 North Main Street) for use as parking for the attendees of the event; and

WHEREAS, the event is sponsored by RISE; and

WHEREAS, this event is privately sponsored and will be held at no cost to the taxpayers; and

WHEREAS, the Community Action Center d/b/a RISE will provide the Borough with a Certificate of Insurance naming Hightstown Borough as an additional insured for the use of this parking lot; and

WHEREAS, the Community Action Center d/b/a RISE will provide volunteers to ensure orderly use of the parking lot and will secure, at their expense, police coverage to assist with managing traffic along Bank Street for the duration of the event; and

WHEREAS, the Parks & Recreation Commission is responsible for authorizing the issuance of a Park Use Permit, and the Borough Council is responsible for issuing permission for use of the municipal parking lot; and

WHEREAS, the Borough Council finds that such an event would benefit the residents of Hightstown Borough and East Windsor Township.

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that permission is hereby granted to Community Action Center d/b/a RISE for the use of the Borough Hall Parking Lot (148 North Main Street) for parking for the Hightstown-East Windsor Latino Festival to be held on July 30, 2016 (Rain date August 6, 2016) providing compliance with the requirements stated herein.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Debra Sopronyi

From: Carlos Fernandez [cafernan@echo.rutgers.edu]
Sent: Sunday, March 27, 2016 2:50 PM
To: Debra Sopronyi
Cc: juanitocobos14@gmail.com; lkoppel@rise-community-services.org; Connor Montferrat; sjudge@springpointsl.org; jennifer.bernal412@gmail.com; fabianva15@gmail.com
Subject: Request for daytime use of Hightstown Borough municipal parking lot for Latino Festival on Saturday 30, 2016 (rain date: August 6)

Dear Ms. Sopronyi,

On behalf of RISE Community Services, I'm writing to request the daytime use of the Hightstown Borough municipal parking lot on Bank Street and Mechanics Street for Saturday 30, 2016 (rain date of August 6, 2016).

We are seeking to use the parking lot for purposes of the 4th Annual Latino Festival of Hightstown and East Windsor, to be held at Rock Brook Park on 170 Bank Street in Hightstown. Council liaison Susan Bluth instructed that we write to your office and ask that our request be added to the Council's agenda for consideration at its upcoming April meeting.

This year the festival will again present artistic performances and cultural exhibits representing diverse Latino communities in Hightstown and the surrounding region. The event is free and open to the public and is organized by a group of volunteers and RISE Community Service. We expect some 600 people will be attending the event throughout the day, and anticipate many of them will be driving their own vehicle to the event.

We are seeking to secure available parking lot space near Rock Brook Park—including the municipal lot and the empty lot now owned by RGB (a separate request is being made to them directly)—to offer public parking for the event. As per last year, the organizing community will provide volunteers to ensure orderly use of the lots, and will secure the services of the Hightstown Police Department to assist with managing traffic along Bank Street that day.

RISE has already provided proof of liability insurance to the Borough as part of its request for a permit to use Rock Brook Park. Please let me know if this is sufficient to also cover the use of the municipal lot.

Thank you for your assistance with this request.

Sincerely,

Carlos Fernandez
RISE Board Member
908-239-8232

Resolution 2016-89

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

AUTHORIZING EMERGENCY TEMPORARY APPROPRIATIONS PRIOR TO ADOPTION OF THE 2016 BUDGET

WHEREAS, an emergent condition has arisen with respect to inadequate appropriation balances remaining in some line items of the 2016 temporary budget; and

WHEREAS, N.J.S.A. 40A:4-20 provides for the creation of emergency appropriations for the purposes above mentioned; and

WHEREAS, it is the desire of the Mayor and Council to create emergency temporary appropriations as set forth on Schedule "A," attached; and

WHEREAS, the total emergency temporary appropriations in resolutions adopted in the year 2016 pursuant to the provisions of N.J.S.A. 40A:4-20 (Chapter 96, P.L. 1951, as amended), including this resolution, total:

	<i>THIS RESOLUTION</i>	<i>PREVIOUS TOTAL</i>	<i>CUMULATIVE TOTAL</i>
Current	67,000.00	617,126.00	684,126.00
Capital Outlay – Current	0.00	0.00	0.00
Debt Service - Current	0.00	0.00	0.00
Water/Sewer	0.00	849,386.00	849,386.00
Capital Outlay – W/S	0.00	0.00	0.00
Debt Service - W/S	0.00	0.00	0.00
TOTAL	67,000.00	1,466,512.00	1,533,512.00

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hightstown (not less than two-thirds of all the members of thereof affirmatively concurring) that, in accordance with N.J.S.A. 40A:4-20:

1. An emergency temporary appropriation is hereby made for each item listed on the schedules that are attached hereto and made a part hereof;
2. Each emergency appropriation listed will be provided for in the 2016 budget under the same title as written herein;
3. One certified copy of this resolution will be filed with the Director of Local Government Services, and a copy provided to the CFO.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk

Borough of Hightstown
Emergency Temporary No. 4
4/4/2016

Current Fund

MAYOR & COUNCIL S/W	3,000.00
MAYOR & COUNCIL O/E	300.00
CLERK S/W	10,000.00
CLERK O/E	2,000.00
FINANCIAL ADMIN O/E	500.00
COLLECTION OF TAXES S/W	8,000.00
COLLECTION OF TAXES O/E	1,000.00
ASSESSMENT OF TAXES S/W	4,000.00
DISPATCH O/E	10,000.00
EMS O/E	2,000.00
MUNICIPAL PROSECUTOR O/E	2,000.00
SANITATION S/W	5,000.00
SANITATION O/E	2,000.00
BOARD OF HEALTH S/W	5,000.00
ENVIRONMENTAL COMMISSION O/E	200.00
MAINTENANCE OF PARKS O/E	1,000.00
ELECTRIC	5,000.00
HOUSING S/W	1,000.00
SHARED SERVICE - ROOSEVELT CLERK S/W	5,000.00
	<hr/>
	67,000.00

Resolution 2016-90

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC

BE IT RESOLVED by the Mayor and Council of the Borough of Hightstown that this body will hold a meeting on April 4, 2016 directly following the general meeting in the Hightstown Engine Co. #1 Fire House Hall located at 140 North Main Street, Hightstown that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.

The general nature of the subject or subjects to be discussed:

Litigation – Unidad

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public: July 4, 2016, or when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 4, 2016.

Margaret M. Riggio
Deputy Borough Clerk